



Planning and Economic Development Department
Building Division
 71 Main Street West, 3rd Floor, Hamilton, ON L8P 4Y5
 Phone: 905-546-2424 ext. 7777
 Email: building@hamilton.ca

Application for Occupancy Permit

Other Multi-Unit Residential, Industrial, Commercial, Institutional

NO PERSON SHALL OCCUPY A BUILDING UNLESS AN OCCUPANCY PERMIT HAS BEEN ISSUED
Substantially complete in accordance with Ontario Building Code – Division C – Subsection 1.3.3.

1. All Ontario Building Code (OBC) requirements must be completed prior to submitting this form. If the occupancy inspection request is premature, an additional fee will apply for subsequent inspections as authorized by Building By-law 15-058.
2. Submit this form to building@hamilton.ca. Allow a minimum of **three (3) business days** for confirmation.
3. Upon confirmation, contact 905-546-2424 ext. 7777 / building@hamilton.ca to arrange occupancy inspection.
4. Following the occupancy inspection, a minimum of **two (2) business days** are required to process and issue an Occupancy Permit. The completed Occupancy Permit will be sent via email.

Address

Street Number	Street Name	Unit	Municipality	PERMIT NO:
	Multi-Unit Residential		Industrial, Commercial, Institutional	
	Floor Number(s) to be occupied: _____		Area to be occupied (i.e. warehouse only): _____	
	_____		_____	
	Unit Number(s) to be occupied: _____		Unit Number(s) to be occupied: _____	
	_____		_____	
	_____		_____	

All Building Types:

Amenity Areas Included: Yes No

Parking Structures Included: Yes No Level(s) to be occupied: _____

OBC Requirements – Confirm these requirements are completed by checking the box

Building Structure	Fire Extinguishers Installed
Building Envelope e.g. exterior cladding, roofing, windows and doors	Fire Separations Closures, doors, door hardware, self-closing devices, guards and handrails
Enclosing Walls	Exits and Means of Egress
Guards and Handrails e.g. Interior/Exterior and in balconies	Fire Integrated Testing CAN/ULC S1001 Report
Interior Finishes	Access Routes Provided and Accessible
Plumbing e.g. fixtures, building drains, building sewers, water systems, drainage system & venting systems	Fire Protection Systems e.g. sprinklers, standpipe, fire suppression system, geothermal, pumper connection, fire pump and fire alarm
HVAC	Smoke Control Measures
Sewage System	Access to Unfinished Areas Prevented
Review letter(s) by Design Professionals of Record 1. Architectural 2. Structural e.g. Foundation, skeleton, guards, seismic bracing, etc. 3. Mechanical e.g. HVAC, sprinklers, standpipe and plumbing 4. Electrical e.g. Fire Alarm	Floor Areas Required means of egress are free from loose materials and hazards
	Lighting, Heating and Electrical Supply e.g. in suites, rooms, common areas, means of egress and stairs
	Service and Garbage Rooms, and Ancillary Services

Owner/Builder Information (must be completed in full)

First Name	Last Name	Company Name	Date
Telephone number	Email Address	Signature	

The City of Hamilton collects information under authority of Section 8 of the Building Code Act, 1992. Any personal information collected in the building permit application process will be used for the administration and enforcement of the Building Code Act, 1992. By providing your email address, you are consenting to receiving emails from the City of Hamilton and/or their agents/contractors for the administration and enforcement of the Building Code Act, 1992. Information collected for this initiative may be stored on servers located in Canada and the United States and may be subject to Canadian and/or American laws. Questions about the collection of this personal information can be directed to the Chief Building Official, Building Division, 71 Main Street West, 3rd Floor, 905-546-2720, or building@hamilton.ca.