



City of Sarnia
 Building Department
 255 Christina St N, Sarnia, ON N7T 7N2
 519-332-0330 x 3301
building@sarnia.ca

Required Occupancy Documents Checklist (ICI)

Building Permit Number:
Address:

Documents (CBO/Inspector confirms if Required, Permit Holder confirms if Provided)	Required	Provided
Final Site Review Report/Occupancy Letters:		
Site Servicing/Civil		
Geotechnical Engineer		
Soils Engineer (Radon)		
Architectural		
Structural Engineer		
Mech. Engineer (HVAC)		
Mech. Engineer (Sprinkler and Standpipe)		
Mech. Engineer (Plumbing)		
Electrical Engineer (Fire Alarm, Emergency Power/Lighting)		
HVAC/Plumbing/Commercial Cooking Systems		
** Tests and reports shall be reviewed by the consultants; Smoke and Balloon Test to be witnessed by Sarnia Fire Prevention fireprevention@sarnia.ca		
Start-up and commissioning report for HVAC Equipment		
Air balancing report		
Backflow prevention and chlorinization test certificates		
Backflow prevention device tags		
Certificate (letter) for Kitchen hood ventilation and suppression per NFPA 96		
Final Plumbing Inspection Report (Passed) from County of Lambton		
Final Septic Inspection Report (Passed) From County of Lambton		
Sprinklers/Hydrants/Standpipe Systems:		
*Flow test for standpipe systems to be witnessed by fireprevention@sarnia.ca		
Material and Test Certificates for below ground piping		
Material and Test Certificates for above ground piping		
Manufacturer's fire pump shop test and results of a field acceptance test, per NFPA 20		

Hydrant flow test as per NFPA 291		
Material and Test Certificates for below ground standpipe systems		
Material and Test Certificates for above ground standpipe systems		
Fire Alarm/Emergency Power Systems/Fire and Life Safety Systems:		
*System test to be witnessed by Municipal Inspector		
Fire alarm verification report as per CAN/ULC-S536 or CAN/ULC-S537 (with Audibility, Zone, Stages, and Device/Specs Report; Last Occupancy/Construction complete)		
ULC monitoring certificate as per CAN/ULC-S561		
Commissioning and integration report as per CAN/ULC-S1001		
General Approvals:		
Roof Anchor Install		
Alternative Solutions		
Generator, Fire Access Route		
Glass Guard Load Test		
Inspection Letter for Guards to confirm installation with OBC and no opening greater than 100mm.		
Outside Agency Approvals:		
TSSA - Inspection acceptance certificate for elevating devices		
Medical Gas Piping		
Ministry of Health Approval (x-ray, Childcare, Long Term Care Facility)		
Other Documents:		
<p>Note: The Permit Holder is responsible for the following:</p> <ol style="list-style-type: none"> 1. Notifying the CBO or designate inspector once the project is ready for the Occupancy Inspection. 2. Consulting with the inspector upon request for the 'Required' documents that apply to the project. 3. Completing this form with the relevant approval documents, and submitting prior to inspection. <p>This list does not limit the municipality's right to request further doc. under 18(1) of the Building Code Act.</p>		
<p>Notice of completion must be submitted prior to occupying the newly constructed space or part of, once all applicable inspectors pass occupancy inspections an occupancy permit will be issued under the appropriate Article of Division C. (Section 1.3.3.)</p>		

The information contained in this form, attached documents, attached reports, attached tests, and attached certificate (letters) is true to the best of my knowledge. If the owner is a corporation or partnership, I have authority to bind the corporation or partnership

Signature of Owner

Name (Print)

Date

Inspectors Comments	
Inspector:	Date: