



Building Services Department

**RESIDENTIAL – REQUIRMENTS FOR OCCUPANCY –  
SINGLE DWELLING UNIT / SEASONAL COTTAGE**

Permit Number: \_\_\_\_\_

*Definition:*

*A person may occupy or permit to be occupied a building intended for residential occupancy that has not been fully completed at the date of occupancy. Occupancy requirements may include but are not limited to the following: (for more detailed information consult the Ontario Building Code, Division C, Part 1, Section 1,3.3.2):*

1.   **\*\* Heat and water turned on and operational (complete with thermostatic mixing valve).**
2.   **\*\* One completely operational and sanitary bathroom facility. Bathroom to be complete with door, water closet, sink, tub/shower and trim.**
3.   **\*\* Kitchen area to have resilient flooring and sink installed and operational.**
4.   Smoke detectors installed in appropriate locations and operational. Carbon monoxide detectors shall also be installed, where required in accordance with the Ontario Building Code (OBC).
5.   Building must be completely closed in and exterior doors are to be equipped with dead bolt.
6.   All items relating to personal safety must be in place (eg. handrails, decks, steps, etc.) Where decks/steps are not provided or completed, doors must be secured to prevent egress. Where the adjacent grade exceeds 23 5/8".
7.   **\*\* Water System:**  
Where there is a private water system, there shall be a potable water test by an approved authority received by the Building Services Department prior to occupancy being approved. Tests to be conducted shall confirm "0" E-coli and "0" Coliform.
8.   Compliance must be met for all previously noted work orders, deficiencies and notices.
9.   Minimum of one (1) Ontario Building Code compliant, completed entrance/exit into dwelling.
10.  Septic Use Permit Certificate of approval if applicable. (Should be provided to Building Inspector by Algoma Health Unit, AHU)
11.  **\*\* Completion of ventilation systems (eg. Bathroom fan, range hood, heat recovery, etc.)**
12.  **\*\* Electrical Safety Authority final inspection.**
13.  **\*\* Radon Gas Test results.**
14.  Final Inspection by the Building Department is required following completion of all work.

**NOTES:   \*\* These items MAY not be required for a seasonal cottage**

Any variation to these requirements will be by written consent of the Chief Building Official only.

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I agree to have this work completed before Occupancy.

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Signature of Owner/Builder

City of Elliot Lake  
45 Hillside Drive North  
Elliot Lake, Ontario, P5A 1X5

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Date

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