



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

Additional Dwelling Unit (ADU)

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 Detached (new or converted) Internal conversion

Street Number Street Name Unit Lot/Con. Municipality PERMIT NO:

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

REQUIRED for occupancy inspection to be performed (*)

* Water Meter _____ n/a Serial # _____	Building Structure
* Upgraded Water Service n/a Private side only	Building Envelope e.g. exterior cladding, roofing, windows and doors
Electrical Supply and Lighting Including emergency lighting	Insulation e.g. attic, floor levels, basement, garage
Smoke Alarms/Carbon Monoxide Detector All Floor Levels – Interconnected	Guards and Handrails (Interior/Exterior) e.g. stairs, landings, porch, deck
Plumbing Components and Systems e.g. water system, building drain & building sewer system, drainage system & venting system e.g. fixtures, hot water tank, water temp. valve, backflow preventer & backwater valve	Ventilation System e.g. principal/supplemental exhaust fans, kitchen exhaust
Grading n/a	Heating System
Septic System n/a	Assemblies n/a e.g. fire separation/ fire resistance ratings
Radon (addition only, check only one) n/a Barrier or fan installed Test in place	Interior Finishes e.g. walls protected by gypsum board, plywood, particleboard, OSB, waferboard or hardboard
Garage Gas Proofing (interior only) n/a	Exits, Floor Access and Egress Systems
In-duct smoke detector (interior only) n/a	Fire Department Access

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.