

APPLICATION FOR OCCUPANCY PERMIT

NO PERSON SHALL OCCUPY A BUILDING UNLESS AN OCCUPANCY PERMIT HAS BEEN ISSUED
Ontario Building Code - Division C - Sentence 1.3.3.4 (1)

ADDRESS: _____ PERMIT NO: _____
 Municipal No. Street Name Lot No. Municipality

- 1) **ALL OBC REQUIREMENTS NEED TO BE COMPLETED AND CHECKED [✓] PRIOR TO SUBMITTING THIS FORM**
- 2) Submit this form via email: building@hamilton.ca (Allow minimum of three (3) business days for processing)
- 3) Upon confirmation of your submission, contact 905-546-2424 x7777 or email building@hamilton.ca to arrange for the occupancy inspection

OBC REQUIREMENTS	
COMPLETED	COMPLETED
* Water Meter _____ n/a Serial # _____	* Sanitary Sewer Dye Test Certificate n/a Note: Certificate to be attached (if applicable)
Building Structure	* Final As-Built Survey
Insulation e.g. attic, floor levels, basement, garage	Interior Finishes e.g. walls protected by gypsum board, plywood, particleboard, OSB, waferboard or hardboard
Electrical Supply and Lighting	Heating System
Smoke Alarms /Carbon Monoxide Detector All Floor Levels - Interconnected	Ventilation System e.g. principal/supplemental exhaust fans, kitchen exhaust
Garage Gas Proofing e.g. self closing device, gas and exhaust fume barrier	Guards and Handrails (Interior\Exterior) e.g. stairs, landings, porch, deck
Plumbing Components and Systems e.g. water system, building drain and building sewer system, drainage system and venting system e.g. fixtures, hot water tank, water temp. valve, backflow preventer and backwater valve	Assemblies n/a e.g. fire separation/ fire resistance ratings
	Septic System n/a
	Exits, floor access and egress systems
Grading Grading of Backfill (OBC 9.12.3.2.) - Backfill shall be graded to prevent drainage towards the foundation	Building Envelope e.g. exterior cladding, roofing, windows and doors

* Occupancy Inspection will not be performed without Water Meter Serial #, Sanitary Sewer Dye Test Certificate and Final Survey

Where the occupancy inspection request is premature and an additional inspection is required, an additional fee will apply as authorized by applicable Building By-law

COMPLETED OCCUPANCY PERMIT WILL BE FORWARDED VIA EMAIL

Owner/Builder:

Applicant - Print _____ Signature _____ Date _____
 Address _____ Street Name _____ City _____ Postal Code _____
 Phone No. _____ Fax No. _____ Email _____

A minimum of two (2) business days are required to process and issue an Occupancy Permit following the occupancy inspection

INSTALLING YOUR WATER METER

REQUEST YOUR METER INSTALLATION

1. Please call Neptune Technology Group, the City of Hamilton's meter contractor, at 1-800-667-4387 to schedule your meter and touch pad installation.
2. If Neptune Technology Group reports that they do not have your meter installation work order on file, email the new build address and permit # to meteroperations@hamilton.ca
3. Within 2 business days, Meter Operations will send you a reply with your work order number and the required next steps.
4. Have meter installation completed by Neptune Technology Group. If the site is not prepared for the meter installation, a service call fee will be applicable.
5. If a water meter is not installed, the final occupancy inspection cannot be completed.



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METER INSTALLATION AND WATER RATES

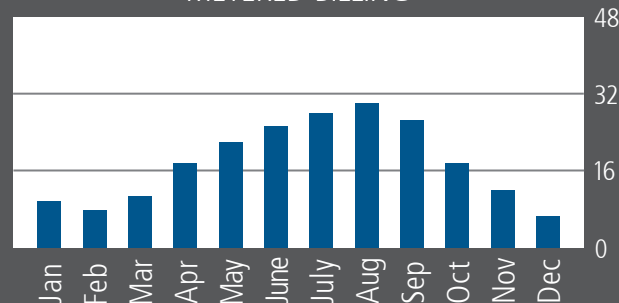
All residential property owners are responsible to pay current water rates once the property is hooked up to a city water main. Properties serviced with city water are required to have a water meter installed prior to final occupancy inspection.

Billing will commence on the date of the first insulation inspection in one of the following manners:

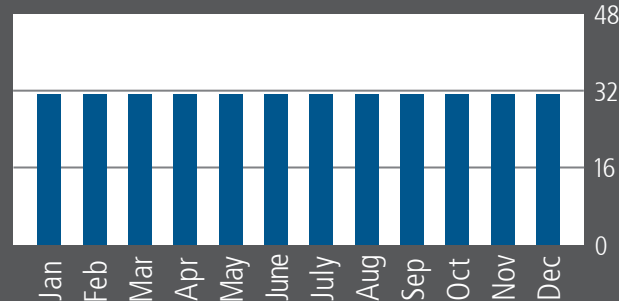
- a) Metered – If a meter is installed, the billing will reflect actual water consumption.
- b) Unmetered – If a meter is not installed, billing will occur on a flat rate basis (1 cubic metre per day) until the meter has been installed.

To avoid unmetered flat rate billings, please ensure that the water meter has been installed before you or your contractor requests an insulation inspection.

METERED BILLING



FLAT RATE BILLING



OWNERSHIP OF WATER METER AND YOUR RESPONSIBILITY

Water meters are owned, installed and maintained by the City of Hamilton. It is a violation of the Waterworks By-law for anyone other than an authorized representative of the City to remove, repair or replace water meters in the City of Hamilton. Owners and contractors are responsible to protect all plumbing, including the water meter, from freezing. Visit hamilton.ca/frozenpipes for tips to reduce the risk of frozen pipes.