



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

Single Family, Semi-Detached, Townhouse (Row house), 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.

Application Type
Check Only One. **A separate form is required for each unit**

New Single Family Dwelling	Additional Dwelling Unit (Internal)
New Semi-Detached Dwelling	Additional Dwelling Unit (Detached)
New Townhouse Dwelling	Complete Boxes B and C
Complete Boxes A and C	

Address

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

OBC Requirements – Confirm these requirements are completed by checking the box ☒
BOX A – REQUIRED for occupancy inspection to be performed **BOX B – REQUIRED for occupancy inspection to be performed**

Water Meter _____ Complete	Serial # _____ n/a
Sanitary Sewer Dye Test Certificate _____ n/a	Note: Certificate to be attached
Radon	
Rough-in installed _____ Complete	
Fan installed _____ Complete	
Final As-Built Survey _____ Complete	

Water Meter _____ Complete	Serial # _____ n/a
Upgraded Water Service _____ Complete	Private side only _____ n/a
Radon (addition only) _____ n/a	
Rough-in installed _____ Complete	
Fan installed _____ Complete	

BOX C

Building Structure & Building Envelope Complete	Heating and Ventilation Systems Complete
Electrical Supply and Lighting Complete	Garage Gas Proofing Complete n/a
Fire Ratings/Separations Complete n/a	Insulation Complete n/a
Smoke Alarms/Carbon Monoxide Detector Complete	Guards and Handrails (Interior/Exterior) Complete n/a
Plumbing Components and Systems Complete	Interior Finishes Complete
Grading as per OBC 9.14 Complete n/a	Exits, Floor Access and Egress Systems Complete n/a
Septic System Complete n/a	Fire Department Access Complete n/a

Owner/Builder/Authorized Agent 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.