



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

Multi-Unit Residential (more than two units), Industrial, Commercial, Institutional

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

Street Number Street Name Unit Municipality PERMIT NO:

Multi-Unit Residential
Floor Number(s) to be occupied:

Industrial, Commercial, Institutional
Area to be occupied (i.e. warehouse only):

Unit Number(s) to be occupied:

Unit Number(s) to be occupied:

All Building Types:

Full Occupancy Partial Occupancy

Amenity Areas Included: Yes No

Parking Structures Included: Yes No Level(s) to be occupied:

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

*Water Meter	Serial #	Complete n/a	All documentation in accordance with City of Hamilton "Required Occupancy Documents" form	Complete n/a
*Upgraded Water Service	Private side only	Complete n/a	Service, Garbage Rooms, & Ancillary Services	Complete n/a
Building Structure	Complete	n/a	Fire Extinguishers Installed	Complete n/a
Building Envelope	Complete	n/a	Fire Separations	Complete n/a
Enclosing Walls	Complete	n/a	Exits and Means of Egress	Complete n/a
Guards and Handrails	Complete	n/a	Fire Integrated Testing	Complete n/a
Interior Finishes	Complete	n/a	Access Routes Provided and Accessible	Complete n/a
Plumbing	Complete	n/a	Fire Protection Systems	Complete n/a
HVAC	Complete	n/a	Access to Unfinished Areas Prevented	Complete n/a
Smoke Control Measures	Complete	n/a	Floor Areas	Complete n/a
Sewage System	Complete	n/a	Lighting, Heating and Electrical Supply	Complete n/a

Owner/Authorized Agent (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.