

COMPLETION NOTICE RE: READINESS FOR OCCUPANCY

Building Part of a Building

FOR USE BY PRINCIPAL AUTHORITY

Application Number	Permit Number (if different)
Date Received	Roll Number

Notice Submitted to: (insert name of Chief Building Official or Registered Code Agency, as applicable)

PERSON GIVING NOTICE

Include full contact details and mailing address

Name			
Street Address		Unit Number	Lot/Concession Number
Municipality	Province	Postal Code	E-mail
Telephone Number		Fax Number	Cell Number
Location of building site (municipal address)			
Type of building		Zoning	

NOTICE

TAKE NOTICE THAT:

- (a) the above-noted building or part of a building newly erected or installed is/will be:
- Fully completed and ready for occupancy in accordance with Article 2.4.3.1. (2) of the Building Code
 - Partially completed and ready for non-residential occupancy in accordance with Article 2.4.3.1. (1) of the Building Code
 - Partially completed and ready for residential occupancy in accordance with Article 2.4.3.2. of the Building Code

By _____
Date of Completion

AND THAT:

(b) full compliance has been made with any order made by the inspector under section 12 of the Building Code Act, 1992, and that it is our intention that the building be occupied on _____
Proposed date of occupancy

Date

Signature of Applicant

CONDITIONS FOR OCCUPANCY

Building Code Act, 1992, c.23, s.11

Occupancy or use after completion - Except as authorized by the building code, a person shall not occupy or use a building or part of a building that is newly erected or installed or permit it to be occupied or used until the requirements set out in this section are met. *Subsection 11 (1)*

Notice of date of completion - Notice of the date of completion of the building or part must be given to the chief building official or the registered code agency, if any. *Subsection 11 (2)*

Final certificate - If a registered code agency has been appointed for the building or part of the building by a principal authority to perform the functions described in clause 4.1 (4) (b) or (c) or has been appointed under section 4.2, a final certificate that contains the prescribed information must be issued. *Subsection 11 (3)*

Inspection, etc. - If subsection 11 (3) does not apply,

- (a) either the building or part must be inspected or 10 days must elapse after notice of the date of completion is served on the chief building official; and
- (b) any order made under section 12 must be complied with. *Subsection 11 (4)*

Where a person has occupied or permitted the occupancy of a building under Article 2.4.3. of the Building Code, such person shall notify the chief building official forthwith upon completion of the building. Building Code, Article 2.4.3.3.

CERTIFICATE OF INSPECTION RE: READINESS FOR OCCUPANCY

(to be completed by Inspector following inspection)

I, _____ certify that an inspection has been made of the above-noted building, or part of a building, pursuant to a notice under section 11 of the Building Code Act, 1992 and I have determined that _____ outstanding order(s) exist.

Additional comments: _____

Date

Signature of Inspector

The personal information on this notice was collected pursuant to the Building Code Act, 1992 and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 14 (1) (c).