

PRE-OCCUPANCY REQUIREMENTS for ICI PROJECTS – NEW BUILDINGS

GENERAL REQUIREMENTS

- Be sure to provide **ALL** consultant monthly field reports and all third-party reports (see attached). All of the attached documents are required for occupancy of the building.
- Digital copies and cloud storage are preferred.
- Before testing, ensure you notify the monitoring company.
- Please ensure that required technicians are on site and that all the necessary setup is complete on the day of testing (e.g. Ladders, two-way communication, etc.)

BUILDING INSPECTIONS

- Provide a copy of the approved Integrated Testing Plan (if not submitted with the permit application). Before we witness testing the life safety systems, please ensure you have given the Inspector a completed Integrated Testing Report (per CAN/ULC S1001, when there are 2 or more integrated life safety systems) and a Fire Alarm V.I. with no deficiencies.
- The integrated testing coordinator shall be knowledgeable and experienced in the design, installation, and operation, of fire protection and life safety systems.
- Typical testing that will be witnessed (where applicable):
 - Standpipe and hose systems
 - Fire Pump
 - Sprinklers
 - Fire Alarm (provide the sequence of operations)
 - Pull stations
 - Speakers / Strobes
 - Smoke / Heat Detectors
 - Elevator recall
 - Backup Generator
 - Pre-action Systems

PLUMBING INSPECTIONS

- All plumbing fixtures are to be installed, tested, and operational for the areas to be occupied.
- Ensure all site servicing inspections are completed and the permit is closed.
- Ensure primers are working. Ensure all cleanouts and valves are accessible for final inspection
- Provide the Test Reports for backflow preventors.

HVAC INSPECTIONS

- Provide a copy of the approved Integrated Testing report and control sequence.
- Typical testing that will be witnessed (where applicable):
 - Make-up air fans and exhaust fans for smoke control systems
 - Duct-type smoke detectors
 - Gas monitoring (CO, NO etc.)
 - Fire Suppression systems
 - Generators backup power for HVAC-related life safety systems.

PARTIAL OCCUPANCY

- Before any partial occupancies can be booked, all necessary life safety elements and witnessed testing must be completed.
- Submission of or questions for a partial occupancy inspection, please contact Inspection Services Inspection.Services@brampton.ca
- Partial occupancy request form <https://www.brampton.ca/EN/residents/Building-Permits/Documents/ICI/Notice%20of%20Completion.pdf>
- For multi-leveled buildings where you want to occupy specific floors (e.g. Residential buildings), it is recommended that you do the following:
 - Ensure your first partial occupancies are for the parking garage and mechanical penthouses (where applicable)
 - Book the following inspections to walk the units/suites before a partial occupancy is booked for the requested floor(s):
 - Interior Finishes
 - Completion of HVAC Systems
 - Plumbing Fixtures and Appliances

PARTIAL OCCUPANCY CANNOT BE PASSED IF WE DO NOT HAVE THE REQUIRED PHASED CONSULTANT LETTERS AND INTEGRATED TESTING PLAN.

Required Documentation

The following reviews, reports and certificates are required to be submitted digitally to the building inspector **before** the occupancy inspection.

General Reviews and Field Observations Reviews

The General Reviews to be signed and sealed by the qualified retained person(s).

The Field Reports must include appropriate date(s), permit number(s), and correct project address.

- 1.1)** The **Architect's** CERTIFICATION OF COMPLETION FOR OCCUPANCY, as per the requirements of OBC Division C Article 1.3.3.1.
- 1.2)** Architect's **MONTHLY Field Observation Reviews** up to the present date.

- 2.1)** The **Structural Engineer's** CERTIFICATION OF COMPLETION FOR OCCUPANCY, as per the requirements of OBC Division C Article 1.3.3.1 (signed and sealed)
- 2.2)** Structural Engineer's **MONTHLY Field Observation Reviews** up to the present date.

- 3.1)** The **Mechanical (HVAC& Plumbing) Engineer's** CERTIFICATION OF COMPLETION FOR OCCUPANCY, as per the requirements of OBC Division C Article 1.3.3.1 (signed and sealed)
- 3.2)** Mechanical (HVAC& Plumbing) Engineer's **MONTHLY Field Observation Reviews** up to the present date.

- 4.1)** The **Electrical Engineer's** CERTIFICATION OF COMPLETION FOR OCCUPANCY, as per the requirements of OBC Division C Article 1.3.3.1 (signed and sealed)
- 4.2)** Electrical Engineer's **MONTHLY Field Observation Reviews** up to the present date.

- 5.1)** The Civil (Site Servicing) Engineer's Certification of Completion, as per the requirements of OBC Division C Article 1.3.3.1 (signed and sealed)
- 5.2)** Civil Engineer's **MONTHLY Field Observation Reviews** up to the present date.

- 6.1)** Fire Suppression Engineer's Letter (if applicable)
- 6.2)** Fire Suppression Installation Certificate from the Technician (if applicable)

Independent Inspection / Reviews to be included in submission for occupancy

- 7.1)** Provide **Soils** Engineer's written verification of the required bearing capacity of the soils.
- 7.2)** Provide **Reinforcing Steel Bar** inspection reports for all concrete structural framing elements including footings, foundations, walls, columns, structural slabs.
- 7.3)** **Concrete Compressive Strength** inspection reports shall be provided for all concrete structural framing elements including footings, foundations, walls, columns, structural slabs.
- 7.4)** **Mortar/Block Strength** reports shall be provided for all masonry elements including foundations, walls, columns, and cladding.
- 7.5)** Provide **In-situ Density / Compaction** reports for all (concrete) slabs on grade.
- 7.6)** A Certified **Structural Steel** Inspection Agency (Steel – A CSA W-47) shall provide reports certifying compliance of erection with CAN/CSA – S16, CAN/ CSA S136 and CSA A660.
- 7.7)** Provide the Engineer's written building reviews/verification of the required **Air/Vapour, Insulation, Building Envelope**.
- 7.8)** **Roofing** membrane construction – detailed inspection reports to completion shall be provided by an Independent Testing Agency.

Fire Alarm System

- 8.1)** Professional **Electrical Engineer's** verification of compliance of "Fire Alarm Systems"
- 8.2)** Verification of **Testing** for conformance with CAN/ULC **S537-04**, of **Installation** for conformance with CAN/ULC **S524 –01**, and of **Monitoring** for conformance with CAN/ULC **S561 –01**(if applicable)

Sprinkler, Standpipe and Hose Systems

- 9.1)** Professional (Mechanical) **Engineer's** verification of compliance of "Sprinkler, Standpipe and Hose Systems"
- 9.2)** **Contractor's** Verification of **Installation** (and the required supervision if applicable) in conformance with NFPA-13 and NFPA-14
- 9.3)** Above Ground and Below Ground **Contractor's Material & Test Certificates** in conformance with NFPA-13 and NFPA-14
- 9.4)** Testing & Inspection Report for **Backflow Prevention Assembly**. (Brampton Building Division form).

Integrated Testing of Life Safety Systems

- 10.1)** **Integrated Testing Report(s)** as per CAN/ULC-S1001 "Integrated Systems Testing of Fire Protection and Life Safety Systems"

Partial Occupancy

- 11.1)** The **Architect's** CERTIFICATION OF COMPLETION FOR OCCUPANCY, **referencing the specified area(s)** submitted for the Partial Occupancy Inspection.
- 11.2)** The **Structural Engineer's** CERTIFICATION OF COMPLETION FOR OCCUPANCY, **referencing the specified area(s)** submitted for the Partial Occupancy Inspection.
- 11.3)** The **Mechanical** (HVAC& Plumbing) **Engineer's** CERTIFICATION OF COMPLETION FOR OCCUPANCY, **referencing the specified area(s)** submitted for the Partial Occupancy Inspection

All applicable permits issued to be included in submission for occupancy.