

Subdivision 1 – Occupancy Permits

Information Required Before Occupancy

- 13.6.1.
1. Requirement for Occupancy – no person shall occupy a building or structure or part of a building or structure until an occupancy permit has been issued by a building inspector.
  2. Preconditions to Occupancy – an occupancy permit shall not be issued unless:
    - a. All letters of assurance and other required documents have been submitted as required by this Part;
    - b. All aspects of the work requiring inspection under this Part have been inspected and accepted by the building inspector;
    - c. Any inspection by the Fire Department or the Fire Chief and/or his designate that is required by the *Fire Services Act* or any Division of the *Municipal Code* has been satisfactorily performed.
  3. A building inspector may not issue an occupancy permit in respect of a portion of a new building.
  4. Provisional Occupancy - a building inspector may issue a provisional occupancy permit to the owner of a single or two family dwelling where winter weather conditions have prevented the completion of stucco or other exterior finishing, provided the following conditions have been satisfied:
    - a. The building exterior is in the opinion of the Building Inspector sufficiently weatherproofed to prevent moisture penetration for the duration specified in the Temporary Occupancy Permit; and
    - b. The owner requests, in writing, a Provisional Occupancy Permit and provides a security in the amount of TWO THOUSAND dollars (\$2000) in respect of the owner's obligation to complete the exterior of the building not later than July 31 of the year immediately following the year in which the Provisional Occupancy Permit was issued, and the security shall be forfeited to the District if the work is not so completed.
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Subdivision 1 – Occupancy Permits (Continued)

- 13.6.1.           5. A provisional occupancy permit may be issued by the Building Inspector for a multi-family dwelling in a bare land strata development where a Phased Strata Plan has not been filed with the Approving Officers provided the following conditions have been satisfied:
- a.       The building is completed in all aspects including exterior finish and life safety requirements;
  - b.       The developer provides a letter stating all remaining works be completed with ONE year(1) of the occupancy;
  - c.       The developer posts a bond or certified cheque in the amount of 1.25 times the value of the remaining works to guarantee completion of works in the term provided or the bond or cheque will be forfeited;
  - d.       Unrestricted, safe and suitable access to the building is maintained;
  - e.       Any other requirements deemed necessary.
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