



Residential Occupancy Inspection Checklist

Items listed below shall be completed before requesting an Occupancy inspection

1	All windows & exterior doors installed	<input type="checkbox"/>
2	Roof substantially complete	<input type="checkbox"/>
3	Siding substantially complete	<input type="checkbox"/>
4	Insulation & vapour barrier substantially complete (attic insulation report received)	<input type="checkbox"/>
5	Drywall/interior wall covering installed	<input type="checkbox"/>
6	Required lighting provided	<input type="checkbox"/>
7	Fire Department access provided	<input type="checkbox"/>
8	Required exits and access/egress systems complete	<input type="checkbox"/>
9	Handrails and guards complete	<input type="checkbox"/>
10	Smoke and CO alarms operational	<input type="checkbox"/>
11	Fire separations complete	<input type="checkbox"/>
12	Garage fume proofing complete	<input type="checkbox"/>
13	Garage door to house self-closing & latching	<input type="checkbox"/>
14	Heating system operational	<input type="checkbox"/>
15	Foamed plastics covered	<input type="checkbox"/>
16	Water supply provided (urban)	<input type="checkbox"/>
17	Potable water test provided (rural only)	<input type="checkbox"/>
18	Septic occupancy/final (rural only)	<input type="checkbox"/>
19	Kitchen sink provided	<input type="checkbox"/>
20	One bathroom complete (lavatory, toilet, shower/tub)	<input type="checkbox"/>
21	Laundry connections provided	<input type="checkbox"/>

Contact building@mississippimills.ca or 613-256-2064 to schedule your Occupancy Inspection.

Building By-law 24-027 – Occupancy Permit Information

5.5. Occupancy Permits

5.5.1. Where the project requires an occupancy permit, the fee for the occupancy permit is deemed to be included with the original permit fee except as per this Subsection.

5.5.2. Where the occupancy permit is requested prior to completion of the project such that occupancy may be granted but there are items remaining that require further inspections, a fee for the occupancy permit equal to the minimum permit fee shall be paid prior to issuance of the occupancy permit.

5.5.3. Where a project is scheduled such that there are multiple partial occupancies requested prior to completion of the project, a fee equal to the minimum permit fee shall be paid for each occupancy permit prior to issuance of the respective occupancy permit.

5.5.4. Where the occupancy permit is requested and it is determined at the time of inspection by the Building Inspector that occupancy has already taken place, a fee for the occupancy permit equal to double the minimum permit fee shall be paid prior to issuance of the occupancy permit.

Please visit the [Municipal website](#) for Fees and Charges regarding occupancy.