



## **Final/Occupancy Inspection Checklist**

**\*Before calling for your inspection, please make sure the following items are complete:**

### **Required Paperwork**

- Township stamped plans are onsite.
- Septic Final from North Bay Mattawa Conservation Authority.
- ESA final from the Electrical Safety Authority. (Electrician)
- All structural Engineering reports submitted (if required)
- W.E.T.T. installation reports for woodstoves/fireplaces.
- Welder's Certificate for any structural steel that was welded.
- Balancing report for HVAC.
- Insulation certificates, fireproofing certificates for spray foam.
- Manufacturer's specs/Engineering for custom guards.

### **Exterior**

- All siding/cladding complete, up to the roof.
- Roofing and venting is installed.
- Flashing/drip cap installed at all windows and doors.
- Caulking at windows/doors/mechanical penetrations completed. \*
- Entrance lighting is installed and operational.
- Entry doors have windows/sidelights/locksets/peepholes.
- Foundation is a minimum of 6" above grade, including deck footings.
- Final grading is completed and sloping away from foundation.\*
- Exposed exterior ICF foundation Styrofoam has been parged.
- Decks are complete with required guards and handrails installed.
- Exterior guards are as per SB-7 and have no openings over 4".
- Hose bibs are installed with backflow preventers at all outdoor taps.
- Doors to attached garages are weatherstripped and have self-closers.
- Weep holes are provided in all bottom courses of masonry cladding.

## **Interior**

- Smoke alarms are installed as per plans, interconnected and functional.
- Handrails are installed with a minimum of 2" clearance to the walls.
- Interior and exterior handrails are continuous with no interruptions.
- Guards for stairs are not 'climbable' with no openings greater than 4".
- Stairs are consistent in rise and run throughout.
- Headroom above stairs is a minimum of 76 ¾".
- Lighting is installed and operational in garages and storage rooms.
- Bathroom doors are installed on all bathrooms.
- Waterproof walls/floors are completed at all showers and tubs.
- Flooring is completed throughout. (houses)
- Attic hatches are installed and weatherstripped.
- Clearances above and beside stove (min. 17 ¾" side, 29 ½" above)
- All exposed foam insulation is covered with suitable thermal barrier.

## **Plumbing and Mechanical**

- Heating, plumbing and ventilation systems are complete and operational.
- Furnace, HRV, water heaters, windows and doors meet energy efficiencies.
- Water heaters have a tempering (mixing) valve and safety blowdown tube.
- Water service and all toilets have accessible shut-off valves.
- Hot and cold controls on faucets are installed with hot (left), cold (right)
- All drain cleanouts are installed and accessible.
- Sump/Sewage basins are completed with secured lids and required valves.
- The first 8 ft. of the hot water line after the tank is insulated. (R-3.5) (houses)
- A programmable thermostat is installed for heating system. (houses)

**When you have checked all applicable boxes, please email [building@seguin.ca](mailto:building@seguin.ca) to book your inspection.**

**We will perform the inspection within 2 business days.**