

GUIDELINES TO THE INTERIM OCCUPANCY OF PARTIALLY COMPLETED BUILDINGS

For Office Use Only

Received By:

Date:

Building Permit No. _____

Sublease No. _____

Development Permit No. _____

Requirements are as follows:

Project Address: _____

Tenant Name: _____

No.	<input type="checkbox"/>	Requirement
1	<input type="checkbox"/>	Structural framing and enclosed walls for the entire building shall be completed.
2	<input type="checkbox"/>	All required fire separations including closures shall be completed on all occupied floor areas.
3	<input type="checkbox"/>	Required exits shall be completed and fire separated with all doors and self-closers installed down to grade or below if exit connects to floors below grade. Required exits need not be completed and fire separated above the highest occupied floor, provided there is a temporary separation (hoarding) located in the exit at the floor above the highest occupied floor.
4	<input type="checkbox"/>	Guards and handrails shall be fitted as required for the stairs serving the occupied floor areas and for the floor areas accessible to the occupants.
5	<input type="checkbox"/>	All shafts, including closures, shall be completed up to and including the floor/ceiling assemblies above occupied floors and temporarily fire separated at the top.
6	<input type="checkbox"/>	Access to uncompleted portions of the building shall be restricted to authorized personnel (hoarding).
7	<input type="checkbox"/>	Floors, halls, required means of egress and lobbies shall be free of loose materials and other hazards.

No.		Requirement
8	<input type="checkbox"/>	If a boiler or service room is required to be in operation, all appliances shall be complete and certified and required fire separations shall be completed with all closures installed.
9	<input type="checkbox"/>	Proper connections shall be made to sewers, or, if temporary, shall be approved by the Authority Having Jurisdiction.
10	<input type="checkbox"/>	All plumbing serving occupied floor areas shall be complete and operational.
11	<input type="checkbox"/>	Lighting as required in Subsection 3.2.7 of the Building Code shall be installed and operational in the occupied areas of the building.
12	<input type="checkbox"/>	Required exit marking and signs shall be installed and operating in all areas of the building accessible to the occupants.
13	<input type="checkbox"/>	Required standpipes and fire alarm systems shall be installed and operational throughout the building except that on unoccupied floor areas or portions thereof, the fire alarm facilities may be provided on a temporary basis.
14	<input type="checkbox"/>	Required pumper connections shall be provided for sprinkler and standpipe systems.
15	<input type="checkbox"/>	Required fire extinguishers shall be provided throughout the building: in unoccupied floor areas, the requirements shall be those of Part 8 of the Building Code.
16	<input type="checkbox"/>	Required sprinklers shall be installed and operational on all occupied floors, up to and including the highest occupied floor.
17	<input type="checkbox"/>	Garbage collection rooms, chutes and ancillary services thereto shall be completed on all occupied floors.
18	<input type="checkbox"/>	Required fire department access routes shall be completed and accessible at all times.
19	<input type="checkbox"/>	These requirements do not preclude completion and occupancy of higher floor of a building before intervening or lower floors are completed and occupied.
20	<input type="checkbox"/>	Other requirements as may be required by VAA to reduce fire risk and assure a reasonable degree of safety and public welfare as well as the need to protect the safety and welfare of the building occupants.

I declare that all the above requirements shall be met for this building.

Applicant

Date

Print Name