

Submit completed form to
permitoffice@portstoronto.com

Contractor (Requestor) Information

The Contractor shall notify the Permit Office by the form(s) provided with a minimum notice of **5 business days** in advance of the date of any required inspection or any requested progress inspection.

FAP #: _____ Project Name: _____

Contact Name: _____
Last *First*

Company Name: _____

Company Address: _____
Street Address

City *Province* *Postal Code*

Phone: _____ Email: _____

Location & Inspection Type

Address/Exact
Location of Work: _____

Type of Inspection: Final Inspection

Progress Inspection

Date and Time of Requested Inspection

Date: _____

Time: _____

Disclaimer and Signature

The information contained in this application is true to the best of my knowledge.

Signature: _____ Date: _____

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This checklist is a summary of the final documentation required by Ports Toronto Permits Office (as applicable) for the issuance of the Occupancy/Use Permit and/or Closeout of the FAP. Note that all issued FAP's must be closed once all work is completed.

- Assurance Letter(s) of Professional Reviews (as applicable)
- Independent Code Compliance Consultant (ICCC) Occupancy Recommendation Letter
- ESA Inspection Certificate
- TSSA Certificate
- City of Toronto Public Health Clearance Letter (Food & Beverage Establishments)
- Liquor License Approval Letter
- Fire Alarm Contractors Verification Report
- NFPA 13 Sprinkler Contractors Material and Test Certificate for Sprinkler Systems
- NFPA 14 Contractors Material and Test Certificate for Standpipe Systems
- Kitchen Exhaust and Fire Suppression System Inspection Report
- Kitchen Exhaust and Fire Suppression System Engineer's Letter of Review
- Firestop System Installation Reports
- Fire Spray Application Installation Reports and Third-Party Inspection Reports
- Floor Coring Reports – Structural Review Report and Scanning Report
- Copies of all Hot Works Safety Permits Sign Off Issued under the FAP
- HVAC Air Balancing Reports
- Consultants Record Drawings (PDF and CAD)

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The following checklist provides a summary of items that may be required to be pre-arranged in advance of the final inspection and witness testing of fire and life safety systems in the presence of the Independent Code Compliance Consultant (ICCC).

Fire Alarm System

Modifications to the fire alarm system will require a witness testing/demonstration to be completed in the presence of the ICCC. It is the responsibility of the FAP applicant to ensure that the following items have been completed in preparation:

- appropriate shut down request(s) submitted to Operations,
- advise Operations where the facility, or portions of the facility, will be on bypass and/or completing testing of the audible or visual signal devices,
- ensure that Operations is aware of any potential impacts to security doors (PSL) in the areas where demonstration testing is to be completed,
- ensure that sufficient fire alarm and electrical contractor technical staff are available on site at the time of final inspection and prepared to complete any demonstrations as required/requested, and
- ensure that proper equipment to complete the required/requested testing is available on site at the time of final inspection (i.e., smoke, ladder, for kitchen exhaust and fire suppression systems a smoke test and balloon test).

Sprinkler and Standpipe System

Modifications to the sprinkler system may require witness testing/demonstration to be completed in the presence of the ICCC. Where new systems have been installed, or existing systems have been extended, the FAP applicant should ensure that sufficient sprinkler contractor technical staff are available on site at the time of final inspection and prepared to complete any demonstrations as required/requested (i.e. flow tests).

Electromagnetic Locking Devices

Addition of or modifications to electromagnetic locking devices may require demonstration of their operation/functionality in accordance with the National Building Code (NBC). The FAP applicant is responsible to ensure that Operations/Security is provided with advance notice of the testing being completed, in addition to the items noted above with respect to the Fire Alarm System.