

Occupancy Check List

(Commercial, Industrial & Large Residential)

1. Please ensure the building has not been occupied prior to calling for a final inspection. Non-compliance can result in fines and or prosecution under the City of Airdrie Building Permit Bylaw and Safety Codes Act. If the tenant wants to partially occupy the building/bay (e.g. set up the interior of the store) prior to final inspection by the Building Inspections Department the following will be required;
 - (a) The retained professional indicated in the A-1 and A-2 Schedules provided prior to the commencement of the job will be required to provide in writing their approval and conditions of partial occupancy.
 - (b) The construction of the building must meet the requirements of STANDATA 19-BCB-004 (Occupancy of Buildings under Construction)
2. Prior to calling for a final inspection provide the Building Inspections Department with the following documentation if applicable;
 - (a) Sprinkler Verification
 - (b) Fire Alarm Verification (The verification must indicate that a monitoring system has been installed and is functioning).
 - (c) C-1 Schedules from the coordinating professional (architectural). C-2 Schedules from the structural, mechanical, electrical and geotechnical professionals)
3. Arrange for a final inspection;
 - (a) Inspections for Building, HVAC, Plumbing, Gas and Electrical can be arranged through your [MyAirdrie](#) account; by email: inspection.requests@airdrie.ca or through the inspection line Ph: 403-948-8832
 - (b) Inspections for Health must be made through the Alberta Health Services if applicable.
 - (c) Inspections for Fire can be arranged by calling (403) 948-8880
4. Occupancy will be granted once all the final inspections have passed.

If you have any questions or concerns, please contact the Building Inspections Department at (403) 948-8832.