

**OAA Part 3, Alterations Checklist
(For Group A-2, D, E or F Occupancies)**

Drawings Reviewed: (titles plus dates)	Project Name:	Project Number:
	Review By:	Date:
	Approved By:	BCDN:

Legend: N Not required R Required C Confirm requirements or construction detail(s) RC Review completed and item indicated on documents

This checklist is intended to assist architects in a review of code requirements to be considered in the preparation and review of documents to support a permit application. A simple review of the checklist is not a substitute for a thorough review of the OBC. Modify the checklist to note applicable code requirements for the project.

1 GENERAL		OBC Reference(s)
a	Occupancy classification	3.1.2
b	Change in major occupancy / change in Use	2.4.1.1, 3.15 & 11.4
c	Professional design (if YES, Part 3 General Checklist and review Part 10, 11 review required)	(2.1.1.7) & 11.4

2 EXISTING BUILDING REQUIREMENTS (applicable to "occupancy")			
a	Classification:	No. of streets:	
b	Construction: [F.S.R.: Wall-150, Ceiling-25 Max]	Comb:	Non-comb:
c	Fire rated assembly above	Hours:	Design no.
d	Fire rated assembly below	Hours:	Design no.
e	Sprinklered	(DWG's may be required)	
f	Fire alarm	(DWG's may be required)	
g	Standpipe	(DWG's may be required)	
h	Distance between exits	3.4.2.3	
i	Public corridor	3.3.1.9	

3 MEZZANINE			
a	Mezzanine aggregate area:	m ² ,	Suite area: m ² , MEZZ[%]
b	Mezzanine:	Storey	Not a Storey 3.2.1.1.(3) to (8)
c	Vertical fire separation	3.2.8.1 & 3.2.8.2	
d	Egress facilities	Exits	3.3.1.5.(2) to (4) & 3.4.2.2

**OAA Part 3, Alterations Checklist
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e	Mezzanine rating	Hours	Design no:
f	Stairs, landings, guards		3.4.6

4 OCCUPANCY REQUIREMENTS [General]

a	Area:	m ²	Occupant Load:	3.1.16
b	Doorway from each suite into public corridor, exterior passageway or exterior exit door			3.3.1.3.(8)
c	Access to 2 separate exits			3.3.1.3.(9)
d	No. of egress from the suite and travel distance			3.3.1.5 & 3.3.1.6
e	Door swing & width			3.3.1.10 to 3.3.1.12
f	Capacity of access to exits			3.3.1.16
g	Electromagnetic locking d(Not permitted – panic hardware, F1)			3.3.1.12.(10)
h	Emergency lighting			3.2.7.3 & 3.2.7.4
i	Exit signs			3.4.5
j	Plumbing facilities			3.7.4
k	X-ray installations – Ministry of Health/Labour			Letter / 3.7.5.3
l	Barrier free requirements			3.8
m	Suite entrance	Vestibule (Dimensions)		3.8
n	Washrooms required	Layout (Dimensions)		3.8
o	Latchside clearances on doors with closures			

5 FIRE SEPARATIONS

a	Between occupancies	[Major occupancy F.S. & Suite F.S.]	3.1.3.1, 3.1.3.2 & 3.3.1.1
b	Public corridor	F.S. [If glass door – Latch detail]	3.3.1.4 & 3.1.8.13
c	Service rooms (boiler, mech), janitors rooms		3.6.2 & 3.3.1.20
d	Shaft		3.6.3
e	Fire stopping		3.1.11.2 to 3.1.11.7

**OAA Part 3, Alterations Checklist
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f	Storage garage	3.3.5.6
g	Repair garage	3.3.5.5

A-2: [FOR SCHOOLS USE PART 3 GENERAL CHECKLIST]

a	Restaurant > 30 seats [A-2]	3.1.2.6
b	Dept of Health approved drawings (co-ordinate)	
c	Design occ. load > table 3.1.16. A, seating layout required.	
d	Licensed establishment restaurant occ. load > 150, Fire alarm	3.2.4.1.(2) (g)
e	Food premises	3.7.6
f	Occ. load > 300, fire alarm & signal to fire dept.	3.2.4.1 & 3.2.4.7
g	Occ. load > 100, panic hardware / fire exit hardware	3.3.2.6, 3.4.6.15
h	Restaurant seating > 40, staff washroom [min. 2.33 m ²]	3.7.4.3.(7) & 3.7.6.6.(2)
i	Washroom locations: indirect access, in restaurant or within 45m td	3.7.6.3
j	Handwashing lavatory for employees	3.7.6.4.(1)
k	Exemption for retail food premises	3.7.6.4.(3)
l	If dead-end corridor, 2 nd egress not in dead-end	3.3.1.9.(8)
m	Wheelchair spaces in seating area	3.8.2.1.(4)

D,E,F -2 AND F- 3

a	Dead-end public corridor max 9m, occ. load = 30 max; self closing doors	3.3.1.9.(11).(12). (13).(a)
	Or	
b	Second egress not leading into the dead-end	3.3.1.9.(11).(12). (13).(b)
c	Cutting/welding other than in F: 1hr F.S. / auto extinguishing system	3.3.1.24
d	Occ. load > 300 total or > 75 above or below first storey, fire alarm	3.2.4.1.(2) (d) (h)

F-1

a	Occ. load > 25, fire alarm & signal to fire dept	3.4.2.1.(j) & 3.2.4.7
b	Automatic fire extinguishing system	3.3.5.2

