



Planning & Building Safety Department

Standard Operating Procedure (SOP)

SOP For: Interim Occupancy Certificates

* Supplementary document to the City of Brandon Building Bylaw No. 6018/55/92.

Date Created: January 1, 2015

Date Implemented: February 15, 2015

Internal Items for Interim Occupancy Certificates for Houses and Suites in Residential Buildings with less than 12 Units

In an effort to reduce the number of occupancy inspections required prior to issuance of final occupancy, Interim Occupancy Certificates will be issued upon full completion of all interior items. Issuing interim occupancies after all interior items are fully complete will reduce the amount of interim occupancy re-inspections thus increasing availability to inspectors.

1 Interim Occupancy Certificates

1.1. Application

a) This procedure applies to buildings with fewer than 12 residential units as covered in Part 9 of the Manitoba Building Code. (See Article 1.3.3.3. of Division A in the Manitoba Building Code.)

1.2. Issuance of Interim Occupancy Certificate

a) Except as permitted in Sentence 1.3., the Building Inspector may issue an Interim Occupancy Certificate upon completion of all interior work.

1.3. Exceptions for Interior Items

a) Where the Building Inspector deems permissible, an Interim Occupancy Certificate may be issued with the following items:

- i) Installation of range hood,
- ii) Installation of sink and/or taps, or
- iii) Other items deemed appropriate by the Building Inspector

1.4. Inspection and Verification

- a) Upon completion of all interior deficiencies, the owner, contractor or applicant may have the work verified by
 - i) scheduling a final inspection with the building inspector, or
 - ii) submitting photographs verifying the installation, completion or correction of the items.

Original signed by G. Merke

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Planning & Building Safety Department