

Occupancy Grid

Permitting & Inspections – Occupancy Grid Guide

The Occupancy Grid is a critical input for all Building Permits and the Occupancy Permit. Business rules are directly related to the information in the grid.

Things to Know:

- The Occupancy Grid consists of a series of questions related to the size and use of the various floors of the building permit.
- Required as part of Application information
- Completed for each floor and for each Type of use on a floor. *Some floors may require multiple entries if they are split use
- The occupancy grid is found in both the Customer and Staff Portals, but it looks different in each portal.
- Not all fields in the grid are required as part of the application however applicants will be asked to supply as much information as they know at the time of application.
 - Mandatory fields are:
 - **Occupancy Type:** references how the space will be used. The Occupancy Type must be selected from the list. [refer to Occupancy Type definitions in appendix]
 - Size of floor in **Square Meters**
- While not a mandatory field, the **Floors** field **MUST be completed for residential buildings that are less than or equal to 4 units (<=4)** and should be completed for all other buildings. For residential buildings <=4 units, permit fees are calculated based on the entries in the Floors field. The entries include:
 - <= 4UD – Basement (Enclosed)
 - <=4UD – Basement (Walkout)
 - <=4UD – Split Entry
 - <=4UD – Garage/Shed
 - <=4UD – Main Floor
 - <=4UD – Other Floors

Note: If the Floor field is not completed for residential buildings <=4 units, the application fees will be incorrect and the application will be returned to the applicant at Completeness Check requesting the field be completed.

Building Officials will complete the remaining Occupancy fields during Building Standards Review. They will also complete the Floors field **for all floors** of non-residential buildings if not completed by the applicant.

During Application the following fields (circled in red) must be completed by the customer. For residential dwellings <=4 units, the Floors field (circled in blue) must be completed.

Occupancy Grid

Customer Portal:

Building Permit BP-2020-01107 (Draft)

Please enter Occupancy information.

For more Occupancy information, examples and definitions please visit Halifax.ca

*** OCCUPANCY**

+ Add Occupancy

* Occupancy Type (None) ▾	Building Code Classification (None) ▾	* Square Meter:	Floor (None) ▾	Sprinklers? (None) ▾	Heated (None) ▾	Finished (None) ▾
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Although the section highlighted in green is optional in this form, the information is captured on the next screen and is required.

Building Permit BP-2020-01111 (Draft)

Provide the following information. Note, all mandatory fields [*] must be filled in.

CONSTRUCTION DETAILS

***What is the Proposed Total Area of the Building Footprint?**

***What is the Overall Height of the Building?**

***Indicate the proposed number of storeys in building height:**

***Indicate which HRM Construction Debris Disposal Location you will use:** (None) ▾

***Will a Fire Alarm system be installed?** (None) ▾

***Will a Sprinkler System be Installed?** (None) ▾

***Will there be work in the Municipal Right of Way?** (None) ▾

***Will a sign be installed?** Yes No (None)

***Will there be plumbing installed?** Yes No (None)

Occupancy Grid

Staff Portal – (Part of the Details Tab)

Occupancy (New)

*Occupancy Type: [dropdown]

Building Code Classification: [dropdown]

*Square Meters: [input]

Floor: [dropdown]

Occupant Load: [input]

Company/Business Name of premises: [input]

Sprinklered: Sprinklered Unsprinklered (none)

Heated: Yes No (none)

Finished: Yes No (none)

Documents

+ New [dropdown]

OK Cancel

Floor field must be completed for residential buildings ≤ 4 units.

Each floor and section require a separate entry in the occupancy grid. If there are multiple floors to a building the resulting occupancy grid will look similar to this when completed:

Occupancy	Floor
Occupancy: Retail Use 350 m2	1
Occupancy: Retail Use 350 m2	1
Occupancy: Residential Use 700 m2	2
Occupancy: Residential Use 700 m2	3
Occupancy: Residential Use 700 m2	4
Occupancy: Residential Use 700 m2	5
Occupancy: Residential Use 700 m2	6
Occupancy: Residential Use 700 m2	7
Occupancy: Parking Structure 700 m2	B1

Floors: entry as follows

Occupancy Grid

	Description
<=4UD - Basement (Enclosed)	This basement level is enclosed and is a Residential Building with 4 dwelling units or less.
<=4UD - Basement (Walkout)	The basement level has access through walkout and is a Residential Building with 4 dwelling units or less.
<=4UD - Split Entry	For split entry homes only, the lower level in a Residential Building with 4 dwelling units or less.
<=4UD - Garage/Shed	This is a garage or shed that is attached to a Residential Building with 4 dwelling units or less.
<=4UD - Main Floor	The main floor of a Residential Building with 4 dwelling units or less.
<=4UD - Other Floors	Any other above grade floor of a Residential Building with less than or equal to a 4 unit dwelling.
B5	5th floor below grade in a Commercial, Mixed Use or Residential (5+ units) Building (example: parking garage)
B4	4th floor below grade in a Commercial, Mixed Use or Residential (5+ units) Building (example: parking garage)
B3	3rd floor below grade in a Commercial, Mixed Use or Residential (5+ units) Building (example: parking garage)
B2	2nd floor below grade in a Commercial, Mixed Use or Residential (5+ units) Building (example: parking garage)
B1	1st floor below grade in a Commercial, Mixed Use or Residential (5+ units) Building (example: parking garage)
1	The main floor of a Commercial, Mixed Use or Residential (5+ units) Building
2	The 2nd floor of a Commercial, Mixed Use or Residential (5+ units) Building
3	The 3rd floor of a Commercial, Mixed Use or Residential (5+ units) Building
4	The 4th floor of a Commercial, Mixed Use or Residential (5+ units) Building
5	The 5th floor of a Commercial, Mixed Use or Residential (5+ units) Building

Continue as above for floors 6-35

Occupancy Grid

Occupancy Type

The following **Occupancy Types** are found in the pull-down menu of this fields. The definition and example will help to understand the application of each. The occupancy type is a **required** field supplied as part of the application.

Posse Occupancy Type List	Occupancy Type List Definitions/Examples
Arts & Culture	<ul style="list-style-type: none"> - A building or part of a building used for the exhibition of art, including paintings, sculpture, photographs, and more. Includes galleries open to the public for viewing or commercial galleries where art is available for purchase (Art Gallery, Photographic Gallery, Sculpture Gallery, Fine Art). - A building used for supervised outdoor seasonal recreational and social activities where sleeping facilities are meals are provided for short term stay, usually operated by a Scouting or Church organization. (Scout/Girl Guide Camp, Church Camp)
Backyard Suite	<ul style="list-style-type: none"> - Means a self-contained subordinate dwelling unit that is located within an accessory building or structure.
Care Use	<ul style="list-style-type: none"> - A building or part of a building that offers services for the temporary care of children or seniors. Services include supervision within daytime hours by qualified staff and where meals and educational or entertainment programs are provided. (Preschool, Daycare, Nursery School, Kindergarten, Adult Daycare, Child Care Centre, Nursery, After School Program, Children's Centre, Early Learning Centre, Garderie le petit voilier, Home Day Care) - An institutional building that provides living quarters and skilled nursing care for the elderly or chronically ill, 24 hours a day (Nursing Home, Enhanced Care Centre, Home for Special Care, Long Term Care, Continuing Care Centre).
Clinic	<ul style="list-style-type: none"> - A health care facility that is primarily devoted to the care of outpatients. The facility does not offer the full services of a hospital but more than are available at a medical office. May also include healthcare facilities that conducts minor medical procedures. (Medical Clinic, Private Clinic, Medical Facility with treatment)

Occupancy Grid

Communication Use	<ul style="list-style-type: none"> - A commercial business or public corporation which produces and transmits programs to the public by radio broadcast. - A commercial business or public corporation which produces and transmits channels or programs to the public by video broadcast. Television Stations may produce programs where a live viewing audience present or without a live audience.
Convention/ Exhibition	<ul style="list-style-type: none"> - A large building that is designed to hold a convention, where individuals and groups gather to promote and share common interests.
Drinking Establishment	<ul style="list-style-type: none"> - A commercial establishment which prepares and serves drinks (non alcoholic or alcoholic) and some food in return for money. (Bar, Beer bar, Pub, Saloon, Taverna, Alehouse, Tavern, Beverage Room, Wine Bar.
Farming Use	<ul style="list-style-type: none"> - A building related to the business of cultivating soil and producing crops (any plant species), or storage. - A building related to the business of raising or housing animals.(Barn, Piggery, Stable)
Garage	<ul style="list-style-type: none"> - A commercial business which the sole purpose is to repair or service motorized vehicles and by definition, is not deemed an Auto Dealership or Gas Station. (Auto Repair Garage, Motorbike Repair, Auto Service Centre, RV Repair, Collision Centre, Autobody, Towing, Auto Glass Service, Auto Detailing, Garage, Automotive, Machine Shop, Rust Control, Transmission Centre, Auto works, Muffler Shop)
Hospital	<ul style="list-style-type: none"> - An institution that provides medical, surgical, or psychiatric care and treatment for the sick or the injured, 24 hours a day/ 7 days a week. (Hospital, Infirmary, Maternity Centre, Emergency, Surgery)
Hotel/Motel	<ul style="list-style-type: none"> - A commercial business that provides self contained private accommodations (with washroom facilities) and other services on a short-term basis to paying customers. (Hotel, Motel, Inn (not owner occupied), Suite, Rental Cottage)
Laboratory / Research Use	<ul style="list-style-type: none"> - A building or part of a building where scientific experimentation or research takes place (Laboratory, Research Facility, Research Institute, Medical Research Facility).
Manufacturing/ Processing Use	<ul style="list-style-type: none"> - A building or part of a building used for the manufacture of malt liquors, such as beer and ale. Brewery can include the manufacture of cider or wine as well. (Cidery, Brewery or Winery).

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	<ul style="list-style-type: none"> - A building or part of a building used for the manufacture of liquors, such gin, whiskey or spirits. - A building in which goods are manufactured, produced or assembled or machinery is used to carry out repetitive processes on a large scale. - A building equipped with machinery for processing raw materials into finished or industrial products (Textile Mill, Grain Mill). - A factory where raw materials are treated or prepared by a special method. - An accessory structure related to the use of a building or part thereof for the assembling, fabricating, manufacturing, processing, repairing or storing of goods and materials. - A solid waste management building where waste is processed using composting technology which may include physical turning, windrowing, in-vessel, static pile aeration or other mechanical handling of organic matter. - A building associated with the processing of used materials into new products to prevent waste of potentially useful materials, reduce the consumption of fresh raw materials, reduce energy usage and reduce air and water pollution by reducing the need for conventional waste disposal (Recycling Facility, Household Special Waste Depot, Material Recovery Facility, Recycling Centre, Bottle Exchange, Enviro Depot). - A building associated with refining certain materials or converting raw materials into products of value.
Mortuary Use	<ul style="list-style-type: none"> - A commercial business which the dead are prepared for burial or cremation and where wakes and funerals may be held.
Motor Vehicle Related Use	<ul style="list-style-type: none"> - A building containing equipment for washing cars or other vehicles automatically or manually. - A commercial business which the sole purpose is to repair or service motorized vehicles and by definition, is not deemed an Auto Dealership or Gas Station. (Auto Repair Garage, Motorbike Repair, Auto Service Centre, RV Repair, Collision Centre, Autobody, Towing, Auto Glass Service, Auto Detailing, Garage, Automotive, Machine Shop, Rust Control, Transmission Centre, Autoworks, Muffler Shop)
Office	<ul style="list-style-type: none"> - A building or part of a building in which private or public business, clerical, or professional activities are conducted. Offices can also be where the directing headquarters of an enterprise or organization are occupied. Does not include offices where medical professionals

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	conduct business (Lawyer, Accountant, Government, Consultant, IT Companies, Insurance).
Parking Structure	<ul style="list-style-type: none"> - A structure which is designed specifically for automobile parking, usually with several floors or levels on which parking takes place. - Parking Structures can be stand alone buildings or located within residential or commercial buildings.
Police, Fire, Paramedic Base Station	<ul style="list-style-type: none"> - A building or part of a building that serves as a community office for the Halifax Regional Police. - A building that serves as headquarters for the Halifax Regional Police. - A building or part of a building occupied by Halifax Regional Police where the location is sensitive. - A building or part of a building that serves as a satellite office for the Halifax Regional Police. - A building that serves as administration and/or headquarters for a RCMP police force or unit. RCMP Stations can contain jails within the building. - A building or place within a building used to house ambulances and paramedic staff while waiting to respond to an emergency. - A building or part of a building used to house firefighting apparatus (i.e, fire engines and related vehicles), personal protective equipment, fire hose, fire extinguishers, and other firefighting equipment. - Fire Stations may also have dormitory living facilities and other work areas such as meeting rooms used specifically for Fire Services purposes.
Post-Secondary Institution	<ul style="list-style-type: none"> - A building or part of a building used for educational purposes for post secondary education, meaning study after completion of high school or GED equivalency. - Post Secondary Schools offer professional certification, diplomas, degrees, doctorates after the completion of the programs (University, Vocational School, Business College, College, Community College, Trade School, Language School, Flight Attendant Academy, Performing Arts School, Adult Learning Centre, Firefighting School, Police Academy, Technology Institute)
Recreation Use	<ul style="list-style-type: none"> - A building or part of building associated with active or passive recreational services that offer a variety of fun, sport or leisure activities for the general public to participate where a membership can be purchased but is not required to use the facility. (Recreation

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	Facility, Recreation Centre, Private Gym, Gymnasium, Stadium, Rock Climbing Gym)
Religious Use	- A building or part of a building where a group of people come to perform acts of religious praise, honor or devotion. (Church, Mosque, Temple, Synagogue, Cathedral, Chapel)
Residential Use	<ul style="list-style-type: none"> - A detached subordinate building, not used for human habitation, with the same owner as the residential structure to which it is an accessory. - A business or service use located in a dwelling unit that is used or occupied as a single housekeeping unit. - One dwelling unit completely separated on all sides from any other dwelling or structure - A dwelling intended for seasonal use only. (Unsuitable for year-round occupancy) cottage, summer home, or recreational cabin not used as a permanent residence. - A small lodging establishment that offers overnight accommodations and breakfast in exchange for money; Bed and Breakfast establishments are usually owner occupied, have shared dining and/or washroom facilities by the patrons of the business. - Multi Unit Apartment/Condominium - Two or more dwelling units configured over/under one another, 3 storeys or less in building height , having a building area not exceeding 600 square meters.
Resource Use	<ul style="list-style-type: none"> - A building where timber is sawed into boards and planks. - A building equipped with machinery for processing raw materials into finished or industrial products (Textile Mill, Grain Mill). - A building composed of machinery, equipment and structures designed to convert various energy resources into electricity, usually on a large scale.
Restaurant	A commercial establishment which prepares and serves food and drink (non alcoholic or alcoholic) in return for money. Food/Drink can either be consumed within the establishment or offered as take-out. (Restaurant, Café, Bistro, Cuisine, Brasserie, Grill, Tea Room, Steakhouse, Eatery, Pizzeria, Diner, Take Out, Deli, Snack Bar, Bakery, Coffee Shop, Espresso Bar, Fine Dining, Gastro Pub, Food Court, Juice Bar)

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Retail Use	<ul style="list-style-type: none"> - A commercial business in which goods, wares, merchandise, substances, articles or things are offered or kept for sale or rent directly to the public. (Antique, Clothing, Electronic, Department Store, Boutique, Pharmacy, Convenience, Variety, Lotto Kiosk, Pet Supply, Flower Shop, Car Rental, Equipment Rental, Sporting Goods, Jeweler, Optical, Shop, Outlet, Smoke Shop, Gift Shop, Building Supplies, Home Decor, Drug Store, Retail Showroom, Liquor Store, Cannabis Dispensary, Thrift Store, Auto Parts, Mini Mart, Phone/Mobile Sales). - A commercial building or complex which is primarily made up retail, service or office uses and by definition, is not deemed a Strip Mall or Multi Commercial. Shopping Centres are generally greater than one story in height, greater than 50,000 sqft, with the majority of businesses accessed through central internal corridor(s) - A large self-service store which primarily sells a variety of food (produce, meats, bakery, deli, seafood, dairy etc.) and household items to customers. (Supermarket, Market, Grocery Store) - A commercial business which the primary function is to sell and buy new or used automobiles, motorcycles, RV/motorhome. Dealerships can include auto repair services as part of the business (Auto Sales, Auto Dealership, Motorcycle Sales, Motorhome Sales, Recreation Vehicle Sales, Used Car Dealership, Auto Mall). - A commercial business which rents space to customers to store possessions in exchange for money. (Storage Facility, Mini Storage, Transfer & Storage, Moving & Storage, Self Storage, U-Store) - A commercial business that allows customers to purchase products without leaving their cars. (Fast Food)
School	<ul style="list-style-type: none"> - An institution for the instruction of people under the supervision of teachers. - Includes all Elementary, Junior High and High schools. Public Schools include all schools under the authority of the Halifax Regional Centre for Education and Conseil scolaire acadien provincial Also includes Private School, Christian Academy, Catholic School, Muslim Academy that may or may not require payment of tuition.
Secondary Suite	<ul style="list-style-type: none"> - Means a self-contained subordinate dwelling unit that is located within a residential main building.

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Service Use	<ul style="list-style-type: none"> - A commercial business in which the service offered includes services of a personal nature, including businesses offering esthetic, therapeutic or grooming services (Hair Salon, Barber, Spa, Tattoo Parlor, Massage Parlor, Nail Spa, Beauty Salon, Hairstyling, Esthetics, Piercing, Tanning Salon). - Adult Service Centres provide employment, skills training and day program opportunities for adults with disabilities. Adult Service Centres are operated under the responsibility of Nova Scotia Community Services. - A commercial business which offers drop-off/pick-up service of clothing items to be sent to be dry cleaned in exchange for money. - A commercial business which offers the service of washing/drying clothing for the exchange of money. Laundromats can include self-serve operations where washing machines and dryers are offered to customers for a fee to wash and dry their own clothing or drop-off/pick-up service where clothing items are left to be cleaned by the establishment and later picked up. (Laundromat, Laundry). - A commercial business that accepts deposits and channels those deposits into lending activities, either directly or through capital markets (Credit Unions, Financial Institutions).
Shared Housing	<ul style="list-style-type: none"> - A residential dwelling in which one or more rooms are rented or provided out for an extended period of time. The facility usually offers shared kitchen and bathroom facilities (Boarding House, Shelter, Woman's Shelter (Adsum House, Beacon House), Charity Housing (Ronald Mcdonald House) Rooming House, Hostel). Any situation in which an agreement formalizes the co-residence of two or more family units within the same housing unit. - A building or part of a building with shared sleeping quarters usually for the purpose of lodging people attending institutional facilities like private schools, university or religious establishments. (University Dormitory, Private School Dormitory, Convent, Monastery, Abby, Military Barracks, University Residence, Student Housing)
Storage / Warehouse	<ul style="list-style-type: none"> - A building which hazardous substances are stored. - A grain elevator is a building in which grain is stored and which contains machinery for moving the grain. - A dome shaped building that is used to store rock salt for winter maintenance purposes.

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Theatre / Performing Arts Use	<ul style="list-style-type: none"> - A building, or part of a building consisting of a stage and seating, in which an audience gathers to enjoy live action plays, music and dance. (Theatre, Playhouse)
Transportation Terminal	<ul style="list-style-type: none"> - A designated building where an aircraft lands or departs for the purpose of receiving and discharging passengers. - A building or part of a building that is designated for the purpose of receiving and discharging passengers using bus services. Bus Terminal can include both public transit and private bus service. - A designated building where a ferry arrives or departs for the purpose of receiving and discharging passengers. - A designated building where a train arrives or departs for the purpose of receiving and discharging passengers. (Rail Terminal, Train Station)
Utility Use	<ul style="list-style-type: none"> - A building that is related to the supply of utility services and that is associated with the movement or storage of goods, information or energy. (Nova Scotia Power/Bell Aliant/Heritage Gas/Halifax Water Facility, Substation, Lift Station, Booster Station), - A building composed of machinery, equipment and structures designed to convert various energy resources into electricity, usually on a large scale.

Occupancy Grid

Building Codes

The following building codes are available in the pull-down list and entered by the Building Official during Review. The building codes are entered in the occupancy grid by the reviewer during the Building Standards Review.

Building Code in POSSE	Description / Example of application
Group A-1 Assembly - production and viewing of performing arts	Theatres, Opera Houses, Television Studios admitting a viewing audience
Group A-2 Assembly - not elsewhere classified in Group A	Art galleries, Bowling Alleys, Churches and similar places of worship, Libraries, Halls, Restaurants
Group A-3 Assembly of the arena style	Indoor swimming, rinks, arenas
Group A-4 Assembly - Open Air	Outdoor arenas, bleachers, grandstands, viewing areas, etc.
Group B-1 Detention	Jails, penitentiaries, reform with detention, police stations w/detention
Group B-2 Treatment	Care facilities with treatment, hospices with treatment, nursing with treatment, respite w/treatment
Group B-3 Care	Assisted/supportive living facilities, care facilities w/o treatment, daycares, children's custodial homes, group homes, hospices and nursing homes without treatment
Group C Residential	Apartments, boarding houses, hotels, houses, motels
Group D Business and Personal Services	Banks, barbers, dental, laundries, medical offices, offices, police station
Group E - Mercantile	Department stores, exhibition stores, grocery stores, (ALL RETAIL)
Group F-1 High-hazard Industrial	Flammable or explosive - bulk plants with hazardous material, chemicals, etc.
Group F-2 Medium-hazard Industrial	Aircraft hangers, factories, freight depots, repair garages, service station
Group F-3 Low-hazard Industrial	Factories, power plants, open air parking garages, warehouses
Low Human-Occupancy Farm Building	A barn

These Building codes can be found in National Building Code of Canada, Volume 2, Division B, Appendix A A-3.1.2.1.(1) Major Occupancy Classification