

Electrical inspections are required during various phases of a project. It is the responsibility of the permit holder to arrange for inspections via:

- the inspection request line 604-467-7380,
- the email request line inspectionrequests@mapleridge.ca , or
- fax at 604-467-7461.

ALL inspection requests, including those left on our Inspection Request phone line, must provide **ALL** of the following information:

- Correct electrical permit number;
- Correct street address of the property to be inspected.
- Type of inspection requested (per list below);
- For multi building sites include each electrical permit for each building being inspected.
- For apartment buildings include the floor and unit numbers being inspected.

Note: When calling for multiple inspections on different buildings and/or different addresses the email request line must be used.

We regret to inform you that **no** inspections will be registered and **no** inspections will take place if the above information is not provided.

The **address card** provided at time of permit issuance is to be posted in a location that is visible and readable from the street and protected from weather. This card is to be posted prior to commencing construction and is to remain posted until such time as all permits issued have received final inspection.

ELECTRICAL & LOW VOLTAGE INSPECTIONS (SEPARATE PERMITS):

*****Note:** Owners issued a homeowner's permit to do their own electrical work, must **phone** for inspections via the inspection line 604-467-7380 or email to inspectionrequests@mapleridge.ca

- **Electrical Contractors Authorization Forms** are to be faxed to the Building Department at 604-467-7461 or email to inspectionrequests@mapleridge.ca for all electrical inspections.
- **SUBMIT DECLARATION FOR AN UNDERGROUND DUCT INSPECTION:**
After all underground electrical construction is complete, but **prior** to backfilling. This inspection is only scheduled under the *building permit number*.
- **SUBMIT DECLARATION FOR SERVICE CONNECTION INSPECTION:**
After all electrical service construction is complete and a weather proof cover is installed, but **prior** to requesting energizing.
- **SUBMIT DECLARATION FOR A ROUGH-IN INSPECTION:**
After electrical rough-in wiring but **prior** to framing;
A separate Low Voltage Electrical Permits must also be issued for security, telephone, cable with separate inspections called for this permit.
- **SUBMIT DECLARATION FOR A FINAL ELECTRICAL INSPECTION (UNLESS HOMEOWNER):**
Electrical final inspection must be performed for both types of electrical permits **prior** to the final building inspection.

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"This information is provided for convenience only and is not a substitution of applicable City Bylaws, Provincial or Federal Codes or Laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws."

EVERY PERMIT IS ISSUED UPON THE CONDITION THAT:

1. Construction is to be started **within 6 months** from the date of issuance. An inspection on each permit is required and must pass within this time frame to verify construction commencement.
2. Construction is not to be discontinued or suspended for a period of more than 12 months.
3. The permit is no longer valid if conditions 1 and 2 noted above are not met.
4. The exterior of the building is to be completed within 6 months of the date of commencement of construction.
- *5. An Occupancy Permit is required prior to moving contents people into any building.
6. If all sub-trade inspectors and works inspectors approve for provisional occupancy, a Provisional Occupancy Permit may be issued for a limited period of time. Permit and security fees are required.
7. Occupancy of a building without first obtaining an Occupancy or Provisional Occupancy Permit may result in penalties as stated in the City of Maple Ridge Building Bylaw.
8. **For any inspections to be conducted**, the permit package, all prior inspection slips and engineering reports must be on site for all inspections including plumbing, gas, electrical, building and sprinkler.
9. For renovations or additions or where contents have been installed in a dwelling, a person of the age of majority must be present while inspections are being conducted. If no one is present or is under age, the requested inspection **will not** be conducted.
10. All pets must be secured prior to inspectors attending the site.
11. Permit card must be posted as soon as construction commences. This card must be posted in such a position as to be clearly visible from the street at all times and protected from weathering.