
This bulletin is intended to advise Developers, Coordinating Registered Professionals, General Contractors and Site Superintendents of the procedures required for monitoring and inspections of complex buildings in accordance with [City of Maple Ridge Building Bylaw](#).

1. Prior to commencement of construction a meeting is to be held with the Site Superintendent, coordinating Registered Professional, owner's representative, Environmental Sediment Control Monitor and Designer, Building Official and plumbing and electrical inspectors assigned to this project. This meeting may be held within City of Maple Ridge offices and should be coordinated between the assigned building official and the coordinating registered professional. The purpose of this meeting is to reinforce what has been stated within our Building Bylaw regarding inspections and monitoring the project. This meeting will also allow for additional discussion and understanding between all parties involved.

Required Meeting Documentation:

- Approved plans
 - Construction schedule
 - List of sub trades (to be provided now and no later than the commencement of framing)
 - List with phone numbers of those responsible for conducting site inspections on behalf of the owner. This list should also include individuals or companies responsible for firestopping the building and its components.
2. As indicated in Subsection "Inspections" of the Maple Ridge Building Bylaw, a Building Official may attend the site to monitor and verify that field reviews are being conducted by the Registered Professional. Site reviews must be booked online for monitoring of the project at each stage of construction via [eServices](#) online inspection bookings as described below:
 - A. Clarification of plumbing, gas, sprinkler, and electrical inspector roles regarding inspections:

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- Work is conducted with site review by our plumbing, gas, sprinkler and electrical inspectors.
 - Site reviews must be conducted prior to covering over any portion of work completed. Further, site reviews must be carried out concurrently or after these components have been inspected by the Registered Professionals.
 - For site reviews conducted in phases, both the location within the building to be reviewed and the extent of inspection to be completed should be made clear. (Example: 1st floor - north wing, from grid lines A through D).
 - A copy of the Registered Professional inspection reports must be provided to the inspector at time of site review, or the review will not be conducted. Copies of the inspection reports must be retained on site at all times, in a location designated for municipal inspectors and by discipline.
- B. Clarification of Building Inspector roles regarding inspections:
- **Foundations:** For inspection prior to placing concrete in footing and foundation forms. An original sealed Survey certificate must be provided at time of inspection. Copies of professional and environmental monitor inspection reports must be provided to verify installation of required sediment control facilities.
 - **Tilt-up Buildings:** A surveyor's location document is required showing the location of the footing boxes in relation to the property lines (unsealed). This is to provide the Building Official confirmation that the building siting will achieve the required setbacks as shown on the approved drawings to prevent issue when the non-encroachment certificate is submitted. Copies of professional and environmental monitor inspection reports must be provided to verify installation of required sediment control facilities.

- **Framing:** For inspection prior to covering work and after all plumbing, electrical and gas work has been installed and inspected. Municipal inspection slips must be kept on site and reviewed by Building Official. For multi-storey buildings, an initial inspection must be conducted as the services are being installed and to address any potentially recurring concerns or issues. This inspection must be conducted with the coordinating Registered Professional present.
- **Firestopping:** For inspection prior to covering. Questions of the contractor regarding firestopping and its placement must be directed to the Registered Professional responsible by the contractor, with conclusions then provided to the Building Official in writing. Copies of the assembly firestopping details must be provided to the Building Official at time of review.
- **Final Inspection Prior to Occupancy:** A site review must be arranged by the coordinating Registered Professional and should not be called unless all required documentation has been provided in one complete package. Documentation to be included for all life safety components of the building include but not limited to fire alarm verification report and original certificate, monitoring agency certificate, elevator certification from BC Safety Authority, etc. Final occupancy cannot be granted until the Fire Department, Engineering Department and Planning and Building Department have signed off on their respective requirements of the permit. A final sign off from the Environmental Monitor and their engineer, per sediment control bylaw, is also required.
- **Provisional Occupancy Permits:** A permit must meet the requirements as set out in subsections of Provisional Occupancy Permit of the City of Maple Ridge Building Bylaw and ensure a final site review is conducted for Provisional Occupancy to be issued.

Clarification

The City of Maple Ridge requires adherence to the above immediately upon receipt of this bulletin. Please contact a Development Services Technician at 604-467-7311 or any inspector associated with your project to date, to determine which inspectors are assigned to your project.