

Building, electrical, gas, plumbing and sprinkler inspections are required during various phases of a project.

It is the responsibility of the permit holder to schedule all necessary inspections: [Building Inspection Scheduling](#).

The following information must be provided for all inspection bookings:

1. Correct permit number
2. Correct street address of the property to be inspected
3. Type of inspection (choose from list below)
4. For multiple building sites, include the permit number of each building being inspected
5. For apartment buildings, include the floor and unit numbers being inspected

The permit card provided at the time of permit issuance is to be posted in a location that is visible from the street and protected from weather. This card is to be posted before any work commences and is to remain posted until all permits are issued and the building has received final inspection.

Building Inspections (required for all NEW construction, additions, renovations, basement finishes etc.): the following inspections are required regardless of the involvement of a registered professional.

- **Footings Inspection** (for footings only when they are poured separate to the walls):
After the forms for footings are complete, all reinforcing steel is in place where required by the approved plans, a legal site survey has been completed, AND engineers have conducted inspections, but **before** the placing of any concrete. The noted documentation is to be on site for the inspection.
- **Forms Inspection** (for foundation walls and footings or mono-pour):
After the forms for the foundation walls are complete, all reinforcing steel is in place where required by the approved plans, a legal site survey has been completed, AND engineers have conducted inspections, but **before** the placing of any concrete. The noted documentation is to be on site for the inspection.
- **Services Final Inspection:**
Includes Drain Tile, Damp Proofing, Storm Sewer, Sanitary Sewer, Water Service, and RWL.
After the installation of onsite services system, but **before** back fill.
- **Lot Grading Inspection:**
After backfilling and rough site grading has been completed. This is intended to allow the identification of future locations of any retaining walls, catch basins etc. prior to heavy equipment leaving the site.
- **Radon Rough-in Inspection:**
After the installation of under-slab fill and plumbing piping has been installed and inspected.

- **Slab/Poly Inspection:**

After the installation of under-slab fill and plumbing piping has been installed and inspected, under-slab insulation installed where required and polyethylene vapour barrier, but **before** the placing of any concrete. This may require two inspections when the insulation is installed above the poly.

Note: Where under slab fill is 600mm (2 ft) or greater in depth, an engineer's sealed fill compaction report is required to be on site at the time of inspection.

- **Sheathing Inspection:**

After the building is framed, roofing and all windows and doors are installed, exterior fittings and penetrations are in place, and structural engineer has reviewed structural sheathing.

Note: Ensure that all windows and doors have the correct label to verify compliance to NAFS standards.

- **Pre-insulation Inspection** (optional):

After the installation of insulation and poly at locations where the installation of equipment, appliances, ducting or framing would block access to allow for proper inspection (i.e., drop framing, heating ducts, furnace, bathtubs etc.).

- **Rain Screen Inspection:**

Exterior building wrap has been installed, all head/sill flashing is in place and all penetrations through building wrap have been sealed and flashed as required. Rain screen strapping complete with bug screen is to be reviewed prior to the application of any product or material that would conceal the strapping. Where strapping is spaced closer than 406mm (16") on centre, the strapping cannot exceed 38mm (1.5") in width.

Note: Confirm type of rain screen material to be used with building inspector prior to purchase or installation to ensure product complies with the BC Building Code.

- **Exterior Frame Inspection:**

When the finish is stucco or cultured stone, the installation of backing board over the strapping is required to maintain the drainage cavity. Alternatively, an integrated paper/stucco wire system or 19mm (¾") strapping with 60-minute paper may be installed.

- **Stucco Wire Inspection** (for stucco or cultured stone applications):

The paper, wire and flashings must be inspected prior to the application of stucco. Ensure that the application/direction of wire is as per the manufacturer's specifications.

- **Stucco Scratch Inspection** (for stucco or cultured stone applications):

Apply the base coat of mortar for inspection. This coat is to fully cover the wire mesh to a depth of 6mm (¼") and be suitably rough to ensure a good bond to subsequent layers of mortar. Insufficient thickness and void

spaces will lead to the premature failure of the system.

- **Framing Inspection:**

After the framing and sheathing of the building are complete, the engineered roof trusses have been reviewed, specialty building components such as engineered beams, floor systems or lintels have been approved by the engineer, ensuring fire-blocking integrity, bracing, chimneys and fireplaces, all rough-ins for plumbing, gas, electrical, and sprinkler works have been inspected and passed, and the building's exterior has been covered, but **before** insulation installation, lath or other interior finish is applied which would conceal such construction.

Note: All sub-trade work is to be complete prior to calling for this inspection.

- **Firestopping Inspection:**

After the installation of the approved firestop material sealed around penetrations, openings, and joints in a fire-rated walls, floors, and ceilings.

- **Insulation Inspection:**

After insulation and vapour barriers have been installed, but **before** interior finishing.

- **Engineering Servicing Inspection (yards):**

After all landscaping and retaining has been installed, but **before** occupying the building. This inspection reviews the property's service connections of storm, sanitary and water, any damage to municipal property (i.e., curbs, sidewalks, roads, boulevards, street trees, etc.) as well as ensuring that municipal property up to the property line maintains a positive 2% slope toward the roadway.

- **Final Building Inspection:**

After the building has been completed, including site grading, heating ventilation equipment, cooking facilities, security components, smoke/carbon detectors, exterior doors, hand/guards rails, (exterior and interior), decks or balconies etc. and all schedule C-Bs (Structural, Geotechnical, Sprinkler, etc.) are accepted, all plumbing, gas, electrical, sprinkler permits are final, but **before** occupying any portion of the building.

- **Retaining Walls:**

Any retaining walls over 0.6m in height require a building permit. Retaining walls over 1.0m in height or tiered walls with less than 3.0m of separation between walls are required to be engineered. A retaining wall permit and required inspections need to be completed prior to calling for final building inspection.

- For cast in place concrete walls, a forms inspection is required prior to pouring concrete. A site survey will be required for walls close to (within 1m) property lines, rights-of-way, or covenant boundaries.
- A drain tile inspection is required for all wall types prior to backfilling.

- A final inspection is required when all landscaping, grading and drainage has been installed.

Note: Retaining walls not shown on the original lot grading plan will require an updated lot grading plan, revised by the engineer of record and approved by the City prior to wall installation.

- **Occupancy Permit:**

- Final inspections on all Gas, Plumbing, Electrical, Sprinkler, Retaining Wall and Building permits must be approved. Schedule C-Bs and Site Survey are accepted prior to an Occupancy Permit being issued.
- Homes serviced by septic systems must have Provincial “Sewerage Regulation” compliance by providing a “stamped letter of certification” for the installed field prior to requesting or receiving any form of Occupancy Permit.
- Homes serviced by wells are required to submit a sealed well water potability certificate prior to requesting or receiving any form of Occupancy Permit.

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. An Occupancy Permit is required prior to moving contents or people into any building.
5. 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.
6. Occupancy of a building without first obtaining an Occupancy or Provisional Occupancy Permit may result in penalties as stated in the City’s [Building Bylaw](#).
7. 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.
8. For renovations or additions or where contents have been installed in a dwelling, a person of the age of majority must be present on site while inspections are being conducted. If no one is present or is underage, the requested inspection will not be completed.
9. All pets must be secured prior to an inspector attending the site.
10. 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 the weather.