

Building Inspections

Building permits are active for up to two years. Timelines lower than two years will be noted on your permit conditions. Pursuant to "Building Bylaw 2003 No. 3172", every permit is issued on the condition that construction of a nature significant enough to require inspection be started within six months of the issuance of your permit. Construction is not to be discontinued for a period of more than one year and all permits expire at the end of two years. Permits are renewable prior to expiration on a one-time basis.

The list below provides a complete list of building inspections required during various stages of construction. Please note, the order of the inspections listed below does not necessarily reflect the order that the inspections may occur or if the inspection is required on a project.

Please consult with your Building Inspector to determine what additional documents may be required at each inspection stage.

Always ensure that the approved "site copy" of the plans is available on site for **all** inspections or the inspection will not be performed.

Inspections can be scheduled by contacting the Building Department at 250-746-3165. Please provide **site address, permit number, type of inspection** required, **contact name** and **contact number**. Due to the large volume of inspections, requests for a specified time cannot be accommodated.

Type of Inspection:

FOOTINGS/FORMS	Footing forms (including chimney, fireplace and deck footings) must be completed and inspected before any concrete is poured. Engineered foundation forms and reinforcing steel are to be inspected after the Structural Engineer has approved them and prior to any concrete being poured. A copy of the Engineer's inspection report must be given to the Building Inspector.
PERIMETER DRAINS	Foundation walls must be damp-proofed and the drain tile in place with drain rock installed. A separate system is required for roof leaders. Underslab insulation should be installed and inspected at this time. Underslab insulation is to be installed complete with 6 mil poly, all joints are to be sealed with approved sealant and/or tape.
UNDERSLAB PLUMBING	Complete all Underslab Plumbing and <u>leave visible</u> for inspection. Drain-waste-vent (DWV) piping must be loaded and subjected to 10' of head pressure or 5 psi air.
ROUGH-IN PLUMBING	Rough-in plumbing, including potable water piping, must be complete. Domestic (potable) water lines shall be pressure tested to 150 psi or 100 psi air. DWV shall be tested if not previously done during an Underslab Inspection. The tub/shower traps are to be tested with the DWV system. Tubs are to be tested with the sanitary drainage system.
MASONRY CHIMNEY	To be inspected at the footing, smoke shelf and breaching stages and again at completion. Factory built fireplaces and chimneys are to be inspected while all components and clearances are visible and again at completion. A Wood Energy Technology Transfer (WETT) certified installer will be required to provide written confirmation that any factory built chimney and wood burning appliance installations meet current applicable regulations.



EXTERIOR BRACED WALL FASTENING	Inspection of the nailing/stapling of exterior sheathing is done prior to the installation of sheathing membranes. All nailing and blocking associated with braced wall panels must be completed for this inspection. The nailing of the floor systems to sill plate or top plates will be inspected. Wood based interior braced wall panels to be sheathed. Insulation installation may need to be reviewed in party walls prior to this inspection as it may be covered. Exterior braced wall panel locations to be clearly marked out on the interior and exterior. Interior braced wall panels to be clearly marked so their location can be seen now and also later at the Interior Braced Wall Panel Inspection. Additional anchor bolts shall be installed two per braced wall panel where a building contains framed walls supporting two or more floors.
FRAMING	Prior to booking the framing inspection, the building must be weather-tight. Chimney(s), roofing, wiring and mechanical work as well as the rough-in plumbing inspection must have passed at least 24 hours prior to the framing inspection. Approved plans, <i>sealed</i> beam and truss certificates (with layout) and a <i>sealed</i> survey certificate must be onsite for the framing inspection. If plan changes are required, the Building Inspection department must approve them <i>before</i> the frame inspection is requested. No insulation is to be placed (except behind bathtubs, showers and factory built fireplaces) until the framing is approved.
FIRESTOPPING	Prior to insulation or wall/ceiling finishes. Engineer sign-off may be required.
INSULATION & VAPOUR BARRIER	Insulation and vapour barrier are to be complete prior to inspection. No drywall may be placed (except for fire stops) prior to approval of the insulation inspection. All fan ducts must be connected and terminate at the exterior. If spray foam is used, 24 hours must pass before an inspection can be performed.
INTERIOR BRACED WALL FASTENING	Inspection of fasteners in interior drywall braced wall panels. The location of interior braced wall panels to be clearly indicated. This inspection is to take place prior to the installation of tape and joint compound.
FINAL PLUMBING	On completion of all fixture installations. Bowl test(s) in place.
OCCUPANCY	When the dwelling is completed and ready for occupancy. This inspection must be passed before the building may be occupied. The exterior of the building must be complete, including all stairs, decks, handrails, porches and exterior finishes. Address numbers must be posted in a prominent location and the interior must meet all health and safety requirements. Final site grading is to be complete. Please ensure that all necessary documentation has been submitted.
FINAL	When an accessory building or other principal building is ready for the final inspection or demolition of an existing building is complete.

If in doubt, *please ask* or call our office at 250-746-3165, Monday to Friday during regular business hours.

This guide is intended for reference only. In the event of a discrepancy between the information in this brochure and a bylaw requirement, the bylaw requirement takes precedence. For further information or assistance, please contact the Building Department at 250-746-3165.

