

**PERMIT EXPIRATION INFORMATION:** 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.

**REQUIRED INSPECTIONS:** Below is 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.**

**REQUESTING AN INSPECTION:** Inspections can be requested by contacting the Building Department's 24-hour request for inspection service at **250-746-3102**. Please provide **site address, permit number, type of inspection** required, **contact name** and **number**. All inspection requests received by 4pm will be conducted the next business day, please add one business day for requests after 4pm. Due to the large volume of inspections, requests for a specified time cannot be accommodated.

**INSPECTIONS**

<b>FOOTINGS/FORMS</b>	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's approval and prior to any concrete being poured. A copy of the Engineer's inspection report must be provided to the Building Inspector at time of requested inspection.
<b>SERVICE CONNECTIONS &amp; INFILTRATOR INSPECTION</b>	An inspection is required prior to backfilling water lines, storm, sanitary or infiltrators. Piping is to be bedded in compact sand. Piping must be loaded and subjected to 10' of head pressure or 5 psi air. If the excavation is subject to collapse or hazard and you need to arrange a specific inspection time, please provide 48 hours' notice.
<b>ROUGH-IN RADON</b>	A minimum of 100-mm granular fill and all required radon vent pipes must be installed and visible at time of requested inspection. <b>NOTE: Only required properties having a Duncan mailing address.</b>
<b>PERIMETER DRAINS</b>	Foundation walls must be damp-proofed and the drain tile in place with drain rock installed at time of requested inspection. A separate system is required for roof leaders.
<b>UNDERSLAB PLUMBING</b>	Complete all <b>underslab plumbing</b> and leave <b>visible</b> for inspection. Drain-waste-vent (DWV) piping must be loaded and subjected to 10' of head pressure or 5 psi air.
<b>UNDERSLAB INSULATION</b>	Underslab insulation is installed complete with 6-mil poly. All joints are to be sealed with approved sealant and/or tape at time of requested inspection.
<b>ROUGH-IN PLUMBING</b>	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 at time of requested inspection. 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.

<b>MASONARY CHIMNEY</b>	To be inspected at the footing, smoke shelf and breaching stages and again at completion. <b>NOTE:</b> <i>Factory built fireplaces are to be a Wood Energy Technology Transfer (WETT) certified. Installer will be required to provide written confirmation that any factory built wood burning appliance installation meets current applicable regulations.</i>
<b>EXTERIOR BRACED WALL FASTENING</b>	Inspection of the nailing/stapling of exterior sheathing is complete prior to the installation of sheathing membranes. All nailing and blocking associated with braced wall panels must be completed for this inspection. Exterior braced wall panel locations to be clearly marked out on the interior and exterior. Additional anchor bolts shall be installed two per braced wall panel where a building contains framed walls supporting two or more floors.
<b>FRAMING</b>	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. <i>Sealed</i> beam and truss certificates (with layout) and a <i>sealed</i> survey certificate must be provided to the Building Inspector 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.
<b>FIRESTOPPING</b>	Prior to insulation or wall/ceiling finishes. Engineer sign-off may be required.
<b>INSULATION &amp; VAPOUR BARRIER</b>	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.
<b>INTERIOR BRACED WALL FASTENING</b>	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.
<b>FINAL PLUMBING</b>	On completion of all fixture installations. Bowl test(s) in place.
<b>OCCUPANCY</b>	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 and all necessary documentation submitted at time of requested inspection.
<b>FINAL</b>	When an accessory building or other principal building is ready for the final inspection or demolition of an existing building is complete.

**This guide is intended for reference only. In the event of a discrepancy between the information in this handout or a requirement of "Building Bylaw 2003 No. 3172", the Building Bylaw requirement takes precedence.**

**For further information or assistance, please contact the Building Department Monday to Friday during regular business hours at 250-746-3104.**

