

Office Hours - 8:00 A.M. - 4:30 P.M.

PHONE 820-3740

(24 HOURS A DAY)

THE BUILDING PERMIT CARD MUST BE POSTED AT THE PROPERTY TO RECEIVE AN INSPECTION

IT IS THE RESPONSIBILITY OF THE OWNER AND/OR AGENT TO REQUEST INSPECTIONS. A minimum of 24 hours notice is required when booking an inspection, 48 -72 hours is recommended to guarantee the day requested.

Cut off time for booking an inspection for the following business day is 3:00 p.m.

REQUESTS FOR INSPECTIONS MUST INCLUDE:

- civic address
- building permit number
- type of inspection
- name and phone number of contact
- day of inspection

REQUIRED RESIDENTIAL INSPECTIONS:

1) FOOTING AND FOUNDATION INSPECTION

On completion of all formwork and all concealed building services and work or materials commonly recognized as forming part of the foundation work. The owner may be required to submit a survey certificate by a registered B.C. Land Surveyor prior to approval of foundation. A survey may not be required for rural properties if property lines are evident and setbacks clearly exceed minimum requirements. This certificate must include any registered easements, rights-of-way, covenant areas, and elevations at level strip and curb. Field memos from structural and geotechnical engineers are required prior to or at the time of inspection.

Note: when "Cold Weather Requirements" (BCBC 9.3.1.9) are in effect, **a sealed P. Eng. field memo approving placement of concrete and a sealed P. Eng. field memo certifying supervision for the protection of placed concrete** as per building code requirements *will need to be submitted prior to damp-proofing and perimeter drainage inspection.*

2) PERIMETER DRAINAGE, DAMP PROOFING AND ROCK PITS

On completion of all foundation damp-proofing and perimeter drainage. On-site water recharge guideline needs to be followed in all new subdivisions for perimeter drains and rain water leaders. All rock pits are required to be engineered. On locations without Municipal Storm Service, drainage must terminate at a ditch or rockpit.

3) SERVICES

On completion of the Sanitary, Storm and Water Service connections. Water or pressure tests are required on the Sanitary and Water connections. Clean outs are required on sanitary and storm sewer connections at property line.

4) PLUMBING

On completion of the waterlines and the DWV, prior to installing insulation.

5) BASEMENT SLABS

On completion of the installation and compaction of granular base material, the moisture barrier (6 mil. ultra violet protected), and required slab insulation. Compaction reports required if the backfill exceeds 12 inches in depth.

6) FRAMING/SPRINKLER

On completion of framing, sheathing, roofing, plumbing, electrical and including installation of exterior doors and windows; prior to application of insulation or exterior finishes. Sealed engineered truss designs must be on site for the inspection to be carried out. Field memo from the structural engineer, mechanical vent checklist, and sub trades list are required for this inspection. A flow verification report from an agency accredited by the Standards Council of Canada s required for fire sprinkler approval.

7) INSULATION INSPECTION

On completion of all insulation and vapour barriers (6 mil. ultra violet protected).

8) DRIVEWAY INSPECTION (PRE-POUR)

This inspection shall be booked by the Contractor/Applicant prior to pouring the driveway. The Engineering Department will schedule and conduct an inspection. A minimum of 72 hours, excluding weekends, notice is required for this inspection as other priorities (eg. weather events or emergency repairs) may impact the ability of Engineering staff to conduct the inspection in a timely fashion.

9) ENGINEERING ACCESS INSPECTION

This inspection shall be booked by the Contractor/Applicant and approved prior to Final inspection. The Engineering Department will schedule and conduct an inspection. A minimum of 72 hours, excluding weekends, notice is required for this inspection as other priorities (eg. weather events or emergency repairs) may impact the ability of Engineering staff to conduct the inspection in a timely fashion.

10) FORM AND CHARACTER DEVELOPMENT PERMIT (DP) INSPECTION (IF APPLICABLE)

This inspection shall be booked by the Contractor/Applicant and approved prior to Final inspection. The Planning Department will schedule and conduct an inspection. A minimum of 72 hours, excluding weekends, notice is required for this inspection as other priorities (eg. Council reports, public hearing or preparation for those events) may impact the ability of Planning staff to conduct the inspection in a timely fashion.

11) FINAL INSPECTION

On completion of all construction, approval of all of the above inspection, lot grading, driveways, and prior to occupation/use of the building. All Engineers schedule C-B's must be submitted for this inspection.

If property is in the Fire Interface Area, fire interface requirements need to be completed.

**Hot Water Heating
Plan Requirements**

Prior to commencing work, calculations & boiler room layout are to be supplied to the district. Calculations & layout are to be sealed by a mechanical engineer or the wholesaler's/distributor's heating designer.

OTHER GOVERNMENT AGENCIES

Gas Inspector (Compressed gas and natural gas) [Technical Safety BC] – 604-851-7013

Electrical Inspector [Technical Safety BC] - 604-851-7012

Health Inspector (Fraser Health Authority) - 604-814-5500

Items highlighted in yellow are new