



COMMUNITY SERVICES DEPARTMENT - BUILDING STANDARDS BRANCH
DETAILED DESCRIPTION OF MANDATORY INSPECTION STAGES
May 29, 2001 - Revised November 5, 2008

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Inspections of all buildings where building permits have been issued are made in an attempt to observe and record that minimum health and safety standards have been achieved. To ensure the Building Standards Branch can provide an efficient and effective building inspection program, the permit holder is required to phone and request an inspection when a specific stage of construction has been reached. Construction is not permitted to proceed until the required inspection has been made. Please ensure all construction is as per approved plans. Changes must be submitted and approved prior to construction.

The following is a detailed description of each stage that requires an inspection.

1. Footings:
 - footings are poured, **prior to the placement of crushed rock against the pad footings.**
 - Note: Where a structural slab is poured in conjunction with a footing, the notification shall be made prior to the concrete pour. (Not applicable to small accessory buildings)
 - Small accessory buildings - as soon as the floor is poured.
 - Minor additions with piles - as soon as the piles and grade beams are poured
2. Pre-Backfill:
 - a) Concrete Foundation
 - dampproofing is completed on the exterior of the foundation
 - weeping tile is in place and **crushed rock is installed over the weeping tile**
 - **it is the contractor's / owner's responsibility to ensure adequate lateral support is provided prior to backfilling**
 - b) Wood Foundation
 - poly in place on exterior with protective cover, crushed rock drainage bed is in place on the exterior, adequate bracing has been installed (plywood subfloor, endwall blocking and basement floor).
 - Notification should occur after the responsible engineer is satisfied that all items have been completed.
3. Framing:
 - framing of the main structure is complete (including stairs), prior to insulation/vapour barrier/drywall
 - shingling may or may not be done
 - windows and doors are installed, exterior finish may or may not be started/completed
 - **firestopping or a fire separation has been completed in the attic of a two unit dwelling (as per plan)**
 - **the party wall has been completed in the attic of a semi-detached dwelling unit**
4. Vapour Barrier:
 - insulation has been installed in all exterior walls, floor joists, roof joists, cantilevers as well as floors over garages. 6mil CGSB Poly has been installed (and sealed)
 - drywall has not been installed
 - rough-in for electrical, plumbing and heating has been completed. **Mark locations of smoke alarms.**
 - **radon sealant has been applied to all penetrations of the basement floor and around the perimeter of the basement slab. If this item is not completed, a follow up inspection is required prior to framing basement walls or installing basement floor covering. This could occur at the Final if unfinished.**
 - **Where a party wall exists between 2 dwelling units, a follow-up inspection is required when one side of the party wall is completed and sound insulation is installed.**
5. Final:
 - prior to occupancy or use of the space or building.
 - The following are examples of items that are required to be completed prior to closure of the permit.
 - all items completed on the interior including hand & guard rails, stairs, door closers, bridging, security issues, smoke alarms, insulation in attic, caulking for fume barrier or sound attenuation, ventilation, etc
 - all items completed on the exterior including exterior cladding, soffits, eaves, downspouts, grading, stairs, hand & guard rails, etc.
6. Follow-Up:
 - when deficiencies occur at any stage of construction a follow-up inspection is required as per the Inspection Report.
 - where a particular stage of inspection cannot be fully inspected at the initial inspection a follow-up inspection is required.
 - A follow-up inspection must occur prior to covering any work that must be re-inspected.

Please call 975-7924 to arrange an inspection. Some types of permits may require additional inspections which you will be advised at time of permit issuance. Failure to call or covering up work prior to the inspection will result in work being opened at the owner/contractor's expense.