

Inspection Checklist

Final Occupancy



Table of Contents

- 1.0 General Information..... 2**
- 2.0 Inspection Outcomes 2**
 - Passed.....2
 - Partially Passed.....2
 - Failed2
 - Inaccessible2
 - Waived.....2
 - Cancelled.....2
- 3.0 Final Occupancy Inspection Overview 3**
 - Common Areas Reviewed During Final Occupancy Inspection.....3
 - Items for a Failed Outcome4
 - Items for Passed Outcome6

1.0 General Information

Building or renovating a home involves several required inspections. These inspections help confirm the work is safe, meets building code requirements and is ready for the next stage.

While inspectors use detailed technical checklists, most outcomes come down to a few common issues. Understanding these can help you avoid delays and keep your project on track.

2.0 Inspection Outcomes

Every inspection result in an outcome that tells you whether your project can move forward or if additional work is required. Understanding these results can help you plan next steps and avoid delays.

Passed

The work meets required standards and there are no outstanding documentation requirements. In some cases, minor items may remain, but they can be reviewed at a future inspection.

Partially Passed

Some deficiencies were identified, but construction can continue. These items must be corrected before the next applicable inspection.

Failed

Significant deficiencies were found, or the work was not ready for inspection. Corrections are required and must be verified through a re-inspection before work can proceed.

Inaccessible

The inspector was unable to safely access the site. The inspection must be rescheduled once safe access is provided.

Waived

The inspection was not required for the project or was already completed at an earlier stage.

Cancelled

The inspection was cancelled, with details provided in the inspection report. A new inspection must be booked.

3.0 Final Occupancy Inspection Overview

A final occupancy inspection can be requested once construction is complete but prior to occupancy of the dwelling. This inspection confirms that the home complies with applicable building codes, safety requirements and approved permit drawings. A successful inspection is required before occupancy is permitted and helps ensure the dwelling is safe to live in.

Common Areas Reviewed During Final Occupancy Inspection

The items listed below represent common areas reviewed during a final occupancy inspection; however, all work must comply with applicable codes and standards.

- Permanent property number installed
- Exterior Finishes
- Interior Finishes – Waterproof finished installed where required
- Exterior penetrations are sealed
- Windows have flashing installed around them
- Non-vented soffit is installed where required
- Exterior doors have a viewer (peephole) and a deadbolt providing resistance to forced entry
- All stairs (Including at the front entry and in the attached garage) have:
 - Proper rise or run
 - Proper headroom
 - Guards (including climb-ability where applicable)
 - Continuous handrails are installed
 - Proper landings
 - 3-way switch for lighting
- Interconnected smoke alarms
- Carbon monoxide alarms
- Attic access is weather-stripped or foam taped
- All bedroom windows (including in the basement and 3rd storey):
 - Meets egress requirements including travel limits

- Egress hardware has been installed
- Window wells installed where required
- The attached garage has a self-closing (latching), weather-stripped, swing-type door
- Garage OH door has been installed
- Garage floor slab is installed and is sloped to the exterior
- Fire ratings have been installed where required
- Flexible sealant has been installed around penetration in the basement slab
- 4" radon pipe is labelled and sealed
- The sump pump and sump pit are installed/sealed and operational
- The sump pump cover is secured in place
- Sump discharge at least 1m away from house
- Rim joists are insulated and the vapour barrier is installed and sealed
- A thermal barrier is installed over foamed plastic insulation
- Final lot grading
- Downspouts

HVAC

- Plumbing / Electrical / Mechanical systems are operational
- All exhaust fans or HRV are operational
- Mechanical Ventilation Certificate is located with the furnace or HRV

Items for a Failed Outcome:

- x Permanent property number not Installed, not visible from street
- x Exterior finishes missing or incomplete
- x Interior finishes missing or incomplete
- x Stairs incomplete or incorrect on 1 or more items:
 - o Proper rise/run
 - o Proper headroom of stairs
 - o Guards
 - o Continuous handrails are installed (including at winders)

- Handrail attachment
- Proper landings
- 3-way switch for lighting
- x Interconnected smoke alarms, missing or incomplete
- x Carbon monoxide alarms, missing or incomplete
- x Exhaust fan/HRV are not operational
- x Bedroom windows (including in the basement and 3rd storey):
 - Do not meet egress requirements
 - Egress hardware has not been installed
- x Window wells not installed where required
- x Window opening limiter not installed for windows less than 900mm from the floor and more than 1.8m from the adjacent floor or ground
- x Attic access is not weather-stripped
- x Attached garage door does not close or seal
- x Garage floor slab incorrect or incomplete
- x Fire Ratings have been installed where required
- x Flexible sealant has not been installed around penetration in the basement slab
- x 4" radon pipe is not labelled or installed
- x The sump pump and sump pit are not installed/sealed and operational
- x The sump pump cover not installed
- x Rim joists are insulated and the vapour barrier is incomplete or incorrect
- x A thermal barrier is not installed over foamed plastics
- x Plumbing / Electrical / Mechanical systems not operational
- x Any outstanding deficiency that was noticed at earlier stages and construction was permitted to move forward that has still not been addressed
- x No Letter of Assurance
- x No Ventilation Certificate

Items for a Partially Passed Outcome:

- Exterior penetrations are not sealed
- Windows do not have flashing installed around them
- Exterior doors do not have a viewer or deadbolt
- Sump does not discharge at least 1m away from house
- Final lot grading is incomplete or incorrect
- Downspouts are incomplete or incorrect
- Garage OH door has not been installed



City of
Saskatoon

222 3rd Avenue North
Saskatoon Saskatchewan S7K 0J5

P 306-975-2645 • **F** 306-975-7712
E building.standards@saskatoon.ca

saskatoon.ca/inspections

This checklist has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact Building Standards for assistance, as the City of Saskatoon accepts no responsibility for persons relying solely on this information.