

WHEN TO CALL FOR INSPECTIONS RESIDENTIAL PERMITS

BUILDING DISCIPLINE			
INPECTION STAGE(S)	CONFIRM COMPLETE		
Foundation – prior to backfill	<ul style="list-style-type: none"> ➤ Footings & wall poured forms removed ➤ Weeping tile in place ➤ Washed rock and dampproofing applied 		
Or Framing/HVAC – prior to Insulation / Vapour Barrier	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> ➤ Foundation backfilled ➤ Walls framed ➤ Floors and roof completed ➤ Mechanical and electrical rough-in started ➤ Heating duct installation started </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> ➤ Exterior doors ➤ Windows installed ➤ Outside sheathing ➤ Manufacturer's engineered floor layout ➤ Trusses layout and roof bracing details on site </td> </tr> </table>	<ul style="list-style-type: none"> ➤ Foundation backfilled ➤ Walls framed ➤ Floors and roof completed ➤ Mechanical and electrical rough-in started ➤ Heating duct installation started 	<ul style="list-style-type: none"> ➤ Exterior doors ➤ Windows installed ➤ Outside sheathing ➤ Manufacturer's engineered floor layout ➤ Trusses layout and roof bracing details on site
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And Final – prior to occupancy	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> ➤ Drywall & paint complete ➤ Interior finishing complete ➤ Handrails in place ➤ Plumbing & electrical complete (including fixtures) </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> ➤ Heating/ventilation system installed and ductwork complete ➤ Smoke alarms installed ➤ All items from previous inspection report or plans examination complete </td> </tr> </table>	<ul style="list-style-type: none"> ➤ Drywall & paint complete ➤ Interior finishing complete ➤ Handrails in place ➤ Plumbing & electrical complete (including fixtures) 	<ul style="list-style-type: none"> ➤ Heating/ventilation system installed and ductwork complete ➤ Smoke alarms installed ➤ All items from previous inspection report or plans examination complete
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ELECTRICAL DISCIPLINE			
Rough-in – prior to covering	<ul style="list-style-type: none"> ➤ All wire and boxes installed and visible ➤ Main service installed ➤ Bonding and grounding complete 		
And Final – prior to occupancy	<ul style="list-style-type: none"> ➤ All load devices and switches installed & operational ➤ Smoke detectors installed ➤ Panel labeled 		
PLUMBING DISCIPLINE			
Ground work Rough-in below grade – prior to covering Or Rough-in above grade – prior to covering stacks	<ul style="list-style-type: none"> ➤ All drain or sewer lines installed ➤ All drain lines installed ➤ All vent stacks installed ➤ All water lines installed 		
And Final – prior to occupancy	<ul style="list-style-type: none"> ➤ All fixtures installed and operational 		
GAS DISCIPLINE			
Final – prior to occupancy	<ul style="list-style-type: none"> ➤ All gas piping installed ➤ Pressure (air) test completed ➤ Gas meter hung ➤ Appliances firing 		
PRIVATE SEWAGE DISCIPLINE			
Rough-in – prior to backfilling of dirt	<ul style="list-style-type: none"> ➤ Majority of system installed ➤ Percolation test acceptable 		

RESPONSIBILITIES OF THE PERMIT HOLDER

(Section 24 of the Permit Regulation)

On the issuance of a permit, the permit holder must:

- a) Comply with the terms and conditions of the permit;
- b) Undertake the construction, process or activity in accordance with the Act and applicable codes and standards;
- c) Notify the permit issuer
 - i. If the permit holder does not intend to complete the undertaking, or
 - ii. If there is a change in ownership from the owner as stated on the permit application
- d) Ensure that all plans and specifications required to apply for the permit are available at the construction site at all reasonable times for inspection by a Safety Codes Officer, and;
- e) Ensure that a permit for the building discipline is posted, or otherwise identified, at the construction site.

TERM OF PERMIT

(Section 25 of the Permit Regulation)

A permit expires if the undertaking to which it applies:

- a) Is not commenced within 90 days from the date of issue of the permit;
- b) Is suspended or abandoned for a period of 120 days, or;
- c) Is in respect of a seasonal use residence and the undertaking is suspended or abandoned for a period of 240 days after the undertaking is started.

When the term of the permit has not expired, a permit issuer may, in writing, and on the request of the permit holder, extend the permit for an additional fixed period of time that the permit issuer considers appropriate.