

## Inspection Policy for Inspection of Buildings

Documents required for any of the following inspections must be emailed as separate PDF files to [building.inspections@nanaimo.ca](mailto:building.inspections@nanaimo.ca) with the project address and permit number in the subject line. Copies of the sealed beam, truss certificates and layout must be provided onsite at the Framing Inspection.

### PERMIT EXPIRATION INFORMATION

Building Permits are active for up to two years. Timelines less than two years will be noted on your Permit Conditions. Every Permit is issued on the condition that construction of a significant nature, enough to require an inspection, be started within 6 months of the issuance of the Building Permit. Construction is not to be discontinued or suspended for a period of more than one year and all Permits expire at the end of two years. Permits can be renewed prior to expiration on a one-time basis, subject to the approval of the Building Inspector. Refer to "[BUILDING BYLAW 2016 NO. 7224](#)" on our website at [www.nanaimo.ca](http://www.nanaimo.ca) for more information.

### REQUESTING AN INSPECTION

Inspections can be requested by contacting Building Inspections' 24-hour request service at **250-755-4420** or online at [www.nanaimo.ca/request-inspection/](http://www.nanaimo.ca/request-inspection/). Please provide **address**, **permit number**, and **type of inspection** required. Inspections requested before 4:00 p.m. of any business day will be carried out the next business day. No work is to be covered until approved by a Building Inspector. Inspection requests for a specified time cannot be accommodated.

### FOOTING INSPECTION

Before any concrete is placed, footing forms (including chimney, fireplace, and deck footings) must be completed and inspected. Engineered foundation forms and reinforcement steel are to be inspected after the Structural Engineer has approved them and prior to placing concrete. A copy of the Engineer's Field Review is to be sent by email.

### PERIMETER DRAIN INSPECTION

For the Perimeter Drain Inspection, foundation walls are to be damp-proofed and drain tile in place with drain rock installed. A separate system is required for roof leaders.

### UNDERSLAB PLUMBING INSPECTION

Complete all underslab plumbing and leave visible for inspection. The plumbing pipe can be weighted down to keep from floating; however, all fittings must be visible, along with enough pipe from each branch, to check slope. The sanitary piping is to be filled with water. Bedding sand is to be onsite and compacted under installed pipes. All rocks and debris must be removed before inspection. Water lines are to be sleeved through the slab. A minimum of 3" of groundcover is required on piping before pouring the concrete slab. Piping is to be under test with a minimum 5' head pressure. The Plumbing Declaration Form and the Engineer's Field Review, as applicable, is to be sent by email.

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## **UNDERSLAB RADON ROUGH-IN INSPECTION**

Inspection of the radon rough-in pipe will include the granular material layer or alternative, rough-in pipe for the subfloor depressurization system, connection of pipes through separate compartments created by footings, and sealing around penetrations, air barrier joints and edges to concrete to create a complete seal. Where a Hydronic heating system is being constructed, inspection of the granular material, rough-in pipe and poly will need to be requested prior to installation of insulation and heating tubes.

## **UNDERSLAB INSULATION INSPECTION**

Underslab insulation is to be installed complete with 6 mil poly. All joints are to be sealed with approved sealants and/or tape.

## **FIRELINE INSPECTION (To be requested at the same time as Service Connections)**

The fireline for sprinkler systems must be complete and visible for inspection. The required 200 psi hydrostatic test is to be verified as part of this inspection. Flushing and testing is to be done to the NFPA 13 Standard. A copy of the Contractor's Material and Test Certificate for Underground Piping is to be sent by email.

## **SEWER, STORM, WATER - SERVICING CONNECTION INSPECTIONS (May include Fireline Inspection)**

Pipe and connections must be complete and visible for inspection. Bedding sand is to be onsite and compacted under installed pipes. All rocks and debris must be removed before inspection. Sanitary piping is to be filled with water ready for dye test. Cleanouts are to be installed within 900 mm from building.

## **LATERAL BRACING WALL PANEL INSPECTION**

Inspection of the nailing of exterior sheathing prior to the installation of sheathing membranes. All nailing and blocking associated with braced wall panels to be completed for this inspection. Edge blocking is required in all panels that support more than just roof loads. The nailing of floor systems to sill plate or top plates will be inspected. Splices in braced wall bands and in walls perpendicular to orthogonal setback walls must be nailed from below to allow for inspection. Wood-based interior braced wall panels to be sheathed. Insulation installation may need to be reviewed in party walls prior to this inspection as it may be covered. Braced wall panel locations to be clearly marked out on the interior and exterior. Interior braced wall panels to be clearly marked so their location can be seen at the Interior Braced Wall Panel Inspection.

## **ROUGH-IN PLUMBING INSPECTION (INCLUDES RADON ABOVE SLAB ROUGH-IN PIPE)**

Rough-in plumbing must be complete, including potable water piping. Houses require crawlspaces to be dry for inspection. Domestic water lines are to be pressure tested to 200 psi and the drain/waste/vent (DWV) system is to be water tested. The bathtub/shower traps are to be tested with the DWV system. Bathtubs are to be tested with the sanitary drainage system. Bathtubs are to be filled to the overflow and showers filled to the threshold. Inspection of the radon piping above slab includes piping type, location, labeling of pipe, exterior exhaust location and confirmation that required space and connection to power is available for a future fan.

## **ROUGH-IN SPRINKLER INSPECTION**

Rough-in sprinkler system must be complete and visible for inspection. All applicable frost protection must be installed. All systems are to be tested to *NFPA 13 Standard for the Installation of Sprinkler Systems*. Hydrostatic tests are to conform to NFPA at not less than 200 psi for 2 hours on any system that is new, modified, or repaired.

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## **PAPER / FLASHING / WATERPROOFING BUILDING ENVELOPE INSPECTION**

A Paper/Flashing/Waterproofing Building Envelope Inspection is required on all buildings. The inspection is to take place after installation of framing, sheathing, building paper, flashing, and/or weatherproofing of openings and after window installation, but before installation of any siding product or stucco wire.

## **FRAMING INSPECTION**

The building must be weather-tight prior to booking the Framing Inspection. The Rough-in Plumbing and/or Rough-in Sprinkler Inspections must have passed at least 24 hours prior to the Framing Inspection. Chimneys, roofing, wiring and mechanical work must also be complete prior to inspection. No insulation or wall finishes are to be placed (except behind bathtubs, showers, and factory-built fireplaces) until framing is approved or permission is granted by the Inspector. If changes to the plans are required, Building Inspections must approve the changes before the Framing Inspection is requested. A copy of the sealed beam and truss certificates (with layout) must be onsite for the Framing Inspection. The sealed BC Land Surveyor's survey certificate and the beam/truss certificates are to be sent by email. Inspection of radon pipe insulation in unconditioned spaces (e.g. attic) is included in the Framing Inspection.

## **INSULATION INSPECTION**

Insulation and vapour barrier are to be complete prior to the Insulation Inspection. All fire-stopping to be reviewed prior to covering. No drywall may be placed (except for fire stops) prior to approval of insulation. All fan ducts must be connected and terminate at the exterior. If spray foam insulation is used, 24 hours must pass before an inspection can be performed. Spray foam notice to be posted at the front of the building where it can be reviewed prior to entry. Suites: All resilient channel (res-bar) to be installed on suite separation walls and ceilings prior to Insulation Inspection being requested.

## **INTERIOR BRACE WALL PANEL INSPECTION**

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.

## **SPRINKLER FINAL**

The sprinkler system is to be complete and operating as intended. All required acceptance tests must be done to the NFPA 13 Standard. The Above Ground Contractor's Material and Test Certificates, the Backflow Prevention Assembly Test Report, and the Engineer's Field Review is to be sent by email.

## **OCCUPANCY AND PLUMBING FINAL INSPECTIONS**

This inspection must pass before the building can be occupied. The interior of the buildings must meet all health and safety requirements. The exterior of the building must be complete, including all stairs, decks, handrails, porches and exterior finish. Address numbers must be posted. Final site grading is to be complete. For commercial permits, including multi-residential buildings, review the Building Inspections guide [Occupancy Approval Requirements for Commercial Building Permits](#) to ensure all occupancy requirements have been completed.

*If you have any questions or require clarification, please contact Building Inspections at 250-755-4429.  
This guide should not be used as a substitute for existing building codes and other regulations.  
The building owner is responsible for compliance with all codes, bylaws, and other regulations.*