

Inspection Policy for Building Inspections

- * Please note City-approved drawings are required to be on site for all inspections
- * Truss and beam documents are to be available on site for Framing inspections
- * All other site documents can be emailed to building.inspections@nanaimo.ca

PERMIT EXPIRATION INFORMATION

Building Permits are active for up to two years. Timelines lower than two years will be noted on your Permit conditions. Every Permit is issued on the condition that construction of a nature significant 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 City website at www.nanaimo.ca for more information.

REQUESTING AN INSPECTION

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

FOUNDATION 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 inspection report is to be given to the Building Inspector.

PERIMETER DRAIN INSPECTION

For the perimeter drain inspection, foundation walls shall be damp-proofed and drain tile in place with drain rock installed. A separate system is required for roof leaders. Underslab insulation should be installed (if applicable) and inspected at this time.

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

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 shall be done, to the NFPA 13 Standard, and a copy of the Contractor's Material and Test Certificate for Underground Piping shall be prepared for the Inspector.

UNDERSLAB PLUMBING INSPECTION

Complete all underslab plumbing and leave visible for inspection. The piping 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 shall be filled with water. Bedding sand shall be on site and compacted under installed pipes. All rocks and debris must be removed before inspection. Water lines shall be sleeved through the slab. The "Plumber Declaration Form" shall be completed and submitted to our office prior to the inspection. A minimum of 3" of ground cover is required on piping before pouring the concrete slab. Piping shall be under test with a minimum 5' head pressure.

SEWER, STORM, WATER SERVICING CONNECTION INSPECTIONS

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

CHIMNEY INSPECTION

Masonry fireplaces and chimneys are to be inspected at the footing, smoke shelf and breaching stages, and at completion. Factory-built fireplaces and chimneys are to be inspected while all components and clearances are visible and at completion. A WETT (Wood Energy Technology Transfer) certified installer will be required to

Inspection Policy

provide written confirmation at the final inspection that factory-built chimney and wood-burning appliance installations meet current applicable regulations.

LATERAL BRACING 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. Exterior 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 now and later at the Interior Braced Wall Panel Inspection.

ROUGH-IN PLUMBING INSPECTION

Rough-in plumbing must be complete, including potable water piping. Houses require crawlspaces to be dry for inspection. Domestic water lines shall be pressure tested to 200 psi and the drain/waste/vent (DWV) system shall be water tested. The tub/shower traps are to be tested with the DWV system. Tubs are to be tested with the sanitary drainage system. Tubs shall be filled to the overflow and showers filled to the threshold.

ROUGH-IN SPRINKLER INSPECTION

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

PAPER/FLASHING/WATERPROOFING (BUILDING ENVELOPE) INSPECTION

A 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 been passed at least 24 hours prior to the framing inspection. Chimneys, roofing, wiring and mechanical work must also be complete prior to inspection. Approved plans, sealed beam and truss certificates (with layout) and a sealed survey certificate must be on site for the framing inspection. If changes to the plans are required, the Building Inspections Department must approve them before the frame inspection is requested. 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.

INSULATION INSPECTION

Insulation and vapour barrier are to be complete prior to 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 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 rez-bar to be installed on suite separation walls and ceilings prior to insulation inspection being completed.

INTERIOR BRACED 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 shall be complete and operating as intended. All required acceptance tests must be done to the NFPA 13 Standard. Complete and sign the appropriate Contractor's Material and Test Certificates. The backflow test shall be completed. Approved plans must be on site, along with the Engineer's report.

OCCUPANCY AND PLUMBING FINAL INSPECTIONS

This inspection must be passed before the building may be occupied. The exterior of the building must be complete, including all stairs, decks, handrails, porches and exterior finish. Address numbers must be posted and the interior must meet all health and safety requirements. Final site grading is to be complete.