
RESIDENTIAL BUILDING PRE-CONSTRUCTION CHECKLIST

INSPECTION REQUEST EMAIL: permitinspections@cnv.org

GENERAL REQUIREMENTS

- **Good Neighbour Policy**

- Avoid parking in front of neighbour's house.
- Parking at the lane is not permitted. Lane is only for Loading and unloading.
- Avoid blocking the lane on garbage collection day. Bylaw clearances must be maintained.
- Inform neighbours ahead of time of your construction schedule.
- Be proactive and communicate with your neighbours, so they can approach you if there are issues.
- Talk to neighbours about the required fencing between the property lines
- Discuss and put in writing resolutions to issues that may occur like fence and landscape damage to their property.
- Inform your trades about the hours of construction and ensure that they make ZERO noise outside these hours. No site construction activity (even sweeping) is permitted outside these hours.
- Do not enter adjacent properties or use utilities (water, power, etc.) without property owner's approval in advance.

- **Site Safety Fencing**

- Construction Site Signage to be posted at all times.
- Secure site at the end of each day and when site not attended.
- Site safety fence is required until approval to remove it provided by the building inspector.

- **Excavation**

- Geotechnical engineer is to monitor site and be informed of any changes in site conditions.
- Attach geotech's safety letter (no abbreviations) to safety fencing.
- Ensure geotech's letter is up-to-date and not expired.

- **WorkSafe Requirements**

- *** No inspection if there is violation of WorkSafe BC regulations. *****
 - No inspection within 48 hours after application of spray foam.
 - Site-built ladders must comply with WorkSafeBC regulations.
 - Temporary or permanent stairs between each floor level (including basement, mezzanine, roof deck) must be installed or inspections will not be conducted. If work begins on a floor or deck surface and no stairway to that level is in place, it will constitute a violation of Work Safe BC requirements.
 - Protect stair wells, sunken patios and other openings with guards or covers. No tripping curb.
 - Fall protection i.e. guards and handrails must be maintained at all time.
 - Keep site clean of debris and garbage or organized in a fashion as to not create a safety hazard.
 - Install lighting to all floors (i.e. Basement lighting in winter season) as required by WorkSafe to ensure safe access and work areas.
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RESIDENTIAL BUILDING PRE-CONSTRUCTION CHECKLIST

(CONT'D)

- **Backfill**

- Within 2' of foundation, fill must comply with BCBC i.e. No boulders.
 - Removal of fill rather than storing it on site for backfill
 - Ensure it does not contain non-compliant material (including concrete debris) and permits for more workable area on site.
- Min clearances of window wells to be met.

ENGINEERING

- Sediment and Erosion Control
 - Empty silt sacks regularly and maintain proper street drainage.
- Traffic Management Plan/ Construction Management Plan
 - Engineering Dept. permission is required if you need to block the lane.
 - Notify neighbours if expecting deliveries that will interrupt them or be prepared to move the truck.

PLUMBING AND ELECTRICAL

- Gas must vent through roof.
- Ensure termination of plumbing pipes complies with the Plumbing Code (i.e. Setback to roof deck).
- Stormwater Management Plan
- TQ qualifications (journeyman onsite / apprentice)
- Install temporary power pole when house is demolished. Do not steal power from neighbours.

MECHANICAL AND HVAC

- Ventilation
 - HRV must be located within conditioned space.
 - Ensure service access as per spec.
 - Ducting in attic must be insulated as exterior wall if using prescriptive pathway.
- Mechanical Equipment
 - Heat pump cannot be located within sideyard or engineered acoustic report will be required to confirm. Max 45 sound decibels at the point of reception.
 - Ensure min clearance mechanical equipment as per spec (service and accessibility)
- Any changes to mechanical and HVAC - Plan revisions to submit for approval.

ENERGY EFFICIENCY

- Any changes to energy efficiency paths – Plan revisions to submit for approval along with CEA revised report.
 - Prescriptive Path
 - Ensure air barrier details as per Code
 - No conditioned piping in exterior walls
 - Partition wall intersections/voids - put rigid unless full of wood
 - Performance Path
 - CEA to be kept informed for any changes regarding
 - size and location of windows
 - assembly changes
 - mechanical changes.
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(CONT'D)

- Step Code
 - Specific air-tightness (3.0 ACH for Step 2; 2.5 ACH for Step 3) must be met to obtain final occupancy.
 - Pre-drywall air-tightness test is required for Building Permits applied on or after Aug 1, 2018.
 - Must notify CEA about any mechanical changes. Revised energy report will be required.
 - **FINAL OCCUPANCY CAN NOT BE ISSUED** if required Step is not met at the end.

SECONDARY SUITES

- Fire separations to be maintained at tubs/showers/mechanical rooms.
- No penetrations of fire separation for laundry box, electrical panel, etc.
- Water shut-offs for suite must be installed and accessible within dwelling unit.
- Passive venting
 - Continuous fan can be combined with bathroom fan using high/low switch.
 - Separate service on/off switch in mechanical room.
 - One vent hole in each bedroom and one in the common area (min 1.8m from floor)

ALTERNATIVE SOLUTION

- Alternative Solution prepared by a registered professional is required for unvented spray-foam roof

ADDITIONAL INFO

- Roof soffits less than 1.2m of the property line - no soffit openings are permitted and the soffit is to be protected by material listed in Sentence 9.10.15.5.(10) of BCBC.
Roof ventilation is to be designed / constructed to meet minimum Code requirements.
- Planning bonus floor area for thick wall system and mechanical room.
- HPO Builder Qualification
 - Regulations are changing so builders must take training courses
- Inspections
 - Email inspection report instead of written report.
 - Handouts are included with the permit for inspection procedures.

**I, _____ (THE BUILDER) HAVE COMMITTED TO
CONTRIBUTE TO THE HEALTH AND VITALITY OF THE COMMUNITY. I WILL PRACTICE THE ABOVE GOOD
NEIGHBOUR PROGRAM AND MAKE SURE THE PROJECT CREATES THE MOST BENEFITS FOR THE
NEIGHBOURS WITH THE LEAST POSSIBLE DISRUPTION.**

SIGNATURE: _____

DATE: _____

PRINT NAME: _____

NOTES:
