

RESIDENTIAL FINAL INSPECTION GUIDE

Building Permit # _____ **Site address** _____ **Date** _____

Prior to requesting inspection:

- ☐ Obtain documentation and submit at **time of inspection request**
- ☐ Changes from issued permits and drawings - revisions submitted and approved for building, trades, HVAC
- ☐ Trade Permits – final inspection approval obtained
- ☐ Work is complete and life safety systems operational
- ☐ Kitchen exhaust fan and range/cooktop - installation instructions and manufacturer specification documentation to be on site
- ☐ Provide property owner: radon testing device with instructions and Radon Reduction System Level 2 or 3 information sheet as per CAN/CGSB-149.11. Regarding devices, refer to Canadian-National Radon Proficiency Program – website: <https://c-nrpp.ca>

Documentation – applicable to project must be submitted at time of inspection request

- ☐ Coordinating Registered Professional C-A
- ☐ Registered Professional Schedule C-B – architectural
- ☐ Registered Professional Schedule C-B – structural
- ☐ Registered Professional Schedule C-B – mechanical
- ☐ Registered Professional Schedule C-B – plumbing
- ☐ Registered Professional Schedule C-B – fire suppression
- ☐ Registered Professional Schedule C-B – electrical
- ☐ Registered Professional Schedule C-B – geotechnical
- ☐ Registered Professional – glass guard assemblies – glass wall assemblies
- ☐ BC Step Code As Built Compliance Checklist - permit applications **as of** November 1, 2023
- ☐ CNV As Built House Performance Report - permit applications **prior to** November 1, 2023
- ☐ Alternative Solutions – Letters of Completion
- ☐ Stratification documentation – if applicable
- ☐ Email inspection request **with documentation:** permitinspections@cnv.org

Typical items reviewed on site:

- ☐ Building Permit Card posted
- ☐ Construction activity hour / contact signage posted
- ☐ Roads / sidewalks – clean / siltation control in place
- ☐ Site safety
- ☐ Permanent property number posted - dwellings and suites
- ☐ Directional signage – if applicable
- ☐ Path of travel to dwellings / suites / accessory buildings
- ☐ Final lot grading / clearance to top of foundation wall and building materials

- ☐ Exterior finishes
- ☐ Exterior doors – viewer / resistance to forced entry
- ☐ Rated interior and exterior doors – rating / closures
- ☐ Safety / tempered glass
- ☐ Bedroom window egress
- ☐ Ductwork - exhaust / dampers / screen
- ☐ Smoke and carbon monoxide alarms operational
- ☐ Attic access hatch / weather strip / vapour barrier / insulation
- ☐ Interior and exterior stairs / landings / guards / handrails
- ☐ Parking areas as per building permit plans
- ☐ Conformity to approved building permit plans

Renovations

- Building permits for renovations are issued final building and trade inspection approvals only, a Certificate of Occupancy is **not** applicable

New Buildings

- A new building requires an Interim Certificate of Occupancy or Certificate of Occupancy prior to occupancy of the building as per CNV Construction Regulation Bylaw

Interim Certificate of Occupancy

- Where portions of a new building are suitable for occupancy, an Interim Occupancy may be requested prior to completion of construction
- Compliance with health, safety, security and conditions must be met
- Building and trade permit final inspections conducted to determine possible deficiencies
- The Building Inspector will route the Interim Occupancy request to applicable trade inspectors and departments for sign off
- Once the occupancy request is routed, please contact Planning and Development Services Departments directly in follow up: planning@cnv.org developmentservices@cnv.org
- Interims are valid for 30 days and fees are applicable - refer to CNV Construction Regulation Bylaw No. 7390 and CNV Fees and Charges Bylaw No. 9000

Certificate of Occupancy

- Building and trade final inspection approvals obtained
- Building Inspector will route the Certificate of Occupancy request to applicable trade inspectors and departments for sign off
- Once the occupancy request is routed, please contact Planning and Development Services Departments directly in follow up: planning@cnv.org developmentservices@cnv.org

This is a list of items with a high failure rate and is provided as a guide to successful results. To avoid failed inspections, inspections not conducted and re-inspection fees, ensure work is complete, meets minimum BC Building Code / CNV Bylaws and WorkSafeBC. Approved building permit plans must be on site for inspections.