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.
• **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.
□ 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:

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