

RESIDENTIAL MANDATORY INSPECTION REQUEST BY FAX

The following inspections must be arranged prior to covering any work. Please provide 48 hours notice, and quote your permit number. The approved permit drawings must be kept at the construction site and made available to the Inspectors. Covering work prior to inspection may result in delays, the removal of finishes and/or prosecution under the *Building Code Act*.

Fax your request for inspections to **(905) 623-1824**. **YOUR FAX MUST BE RECEIVED prior to 3:00 PM.** on the working day before you require your inspection. (Example – If you require an inspection on a Friday, your fax must be received by 3:00 PM. on Thursday, for an inspection on a Monday, it must be received by 3:00 PM on Friday.) **NOTE: A SEPARATE SHEET IS REQUIRED FOR EACH REQUESTED DAY. If you have problems with the Fax, please contact the Building Division @ (905) 623-3379.**

You may request an inspection anytime, 24 hours per day, using the answering machine (905 623-7876) or faxing (905 623-1824) your request. However, fax requests are the most convenient and preferred. A preprinted fax form is available upon request.

BUILDING INSPECTION REQUIREMENTS

Footings (FTG)	Readiness to construct footings with formwork and reinforcing in place prior to placing concrete.
Backfill (BF)	Substantial completion of footings and foundations including drainage and damproofing prior to commencement of backfilling.
Framing (FRAM)	Substantial completion of structural framing after heating and ventilation, mechanical and plumbing rough-in with windows and roofing in place.
Insulation (INSUL)	Substantial completion of the insulation and vapour barriers prior to covering.
Exterior Air Barrier (EXTAB)	
Garage Ceiling/Floor Insulation (GARINS)	Substantial completion of the insulation and vapour barriers in ceiling of garage and any floor over unheated space, prior to covering.
Building Occupancy (FN)	Completion of the construction and installation of components required to permit occupancy, as required by the Ontario Building Code.

HEATING INSPECTION REQUIREMENTS

Heating Rough-In (HRI)	Substantial completion of ductwork and piping for heating and air-conditioning.
Heating Occupancy (HO)	Completion of the heating system and installation of components required to permit occupancy.

PLUMBING INSPECTION REQUIREMENTS

Testing will be required in accordance with the OBC and all tests must be witnessed by the Plumbing Inspector

Outside Services (OS)	Installation of building storm sewer and sanitary sewer and water service pipe.
Inside Services (IS)	Installation of underground building storm drain, sanitary drain and water supply.
Rough In (PRI)	Installation of drainage system, venting system and the water distribution system throughout the building.
Plumbing Occupancy (PO)	Installation of required plumbing fixtures and plumbing appliances as required to permit occupancy by the Ontario Building Code.