

MULTI-RESIDENTIAL&NON-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.

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.

Fax your request for inspections to **(905) 623-1824**. **YOUR FAX MUST BE RECEIVED prior to 3:00 p.m.** 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 p.m. on Thursday, for an inspection on a Monday, it must be received by 3:00 p.m. on Friday, and so on.) **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.**

BUILDING INSPECTION REQUIREMENTS

Footings:	Readiness to construct footings with formwork and reinforcing in place prior to placing concrete.
Backfill:	Substantial completion of footings and foundations including drainage and damproofing prior to commencement of backfilling.
Framing:	Substantial completion of structural framing and ductwork and piping for heating and air-conditioning systems if the building is within the scope of Part 9 of Division B.
Framing:	Substantial completion of structural framing for each storey and rough-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment for buildings other than Part 9 Division B.
Insulation:	Substantial completion of the insulation and vapour barriers prior to covering.
Fire Separations:	Substantial completion of all required fire separations and closures.
Building Occupancy:	Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.1 (2) or to permit occupancy under sentence 1.3.3.2 (1), if the building to be occupied is not fully completed.

HEATING INSPECTION REQUIREMENTS

Heating Rough-In:	Substantial completion of ductwork and piping for heating and air-conditioning, if the building is within the scope of Part 9 Division B.
Heating Rough-In:	Substantial completion of rough-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment if the building is not within the scope of Part 9 Division B.
Heating Occupancy:	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:	Installation of building storm sewer and sanitary sewer, domestic and fireline piping.
Inside Services:	Installation of underground building storm drain, sanitary drain, domestic and fireline piping
Rough In:	Installation of drainage system (sanitary and storm), venting system and the water distribution system throughout the building.
Plumbing Occupancy:	Installation of required plumbing fixtures and plumbing appliances as required to permit occupancy by the Ontario Building Code.

FIRE DEPARTMENT INSPECTIONS

Please contact the Fire Department for inspections at 905-623-5126

Fire Protection Systems:	Substantial completion of all fire protection systems including standpipe, sprinkler, fire alarm, fire suppression systems and emergency lighting systems.
Fire Access Routes:	Substantial completion of fire access routes.

