

### **REQUESTING AN INSPECTION**

Inspections can be requested by calling 250-954-3065 or by emailing [building@parksville.ca](mailto:building@parksville.ca). Please provide the Building Permit number, address and type of inspection required. Inspections can be requested for either morning (10am to noon) or afternoon (1pm to 3pm). Inspections for specific times cannot be accommodated. *We require 24hrs notice to book inspections, we cannot accommodate last minute inspection requests.*

### **FOOTINGS**

For viewing of the footing forms before pouring concrete. In accordance with *City of Parksville Building Bylaw No. 1387*, either a geotechnical or structural engineer is required for all foundations. Submission of their Schedule C-B will be required prior to framing inspection.

### **UNDERSLAB POLY**

To include underslab poly and, where required, underslab insulation. Poly must be sealed to the top of the footing or to the foundation wall with an appropriate sealant. All penetrations through the poly must be sealed.

### **PERIMETER DRAIN / RAINWATER LEADERS**

All piping to be installed with an adequate number of cleanouts. Rainwater leaders to be either 3" hung with slope or 4" laid horizontal on top of the footing. Perimeter drain to have drain rock installed or on site.

### **SERVICE CONNECTIONS – WATER, SANITARY, SEWER**

Service connections to be made with pipes visible for inspection. Sanitary pipe shall be filled with a minimum of 3m head pressure. Bedding sand must be installed or, at a minimum, on site. The sanitary pipe shall have a cleanout as close as practical to where the pipe exits the foundation, either inside or outside, and be accessible.

### **PLUMBING UNDERSLAB**

All underslab plumbing must be left visible for inspection and must be on test. Bedding sand must be installed or, at a minimum, on site.

### **ROUGH IN PLUMBING**

This will include all potable water lines and DWV (drain, waste, vent) system. All plumbing to be complete and shall be on test, protection plates to be installed. Ideally rough in plumbing will be inspected at the same time as framing. Potable water piping to be filled with water or have an air test with a minimum of 100psi for 2hr without a drop in pressure. All DWV piping to be filled with 3m head pressure water or have an air test with a minimum of 5psi for 15min without a drop in pressure. Insulation directly behind piping in exterior walls is permitted to be installed.

### **FRAMING**

The building must be weather tight, ideally with windows and doors installed prior to the framing inspection. All rough in plumbing, mechanical and electrical work is to be completed prior to framing inspection. The City approved plans must be on site including sealed truss and beam specs, and a sealed survey certificate indicating building location must also be submitted. The Geotech Schedule C-B must be submitted prior to framing inspection. Any changes to the plans must be done and approved by the City prior to the framing inspection. Inspection of all braced wall panels will take place during the framing inspection. No insulation is to be placed except behind bathtubs/showers and any places previously approved by a building official.

## BUILDING INSPECTION POLICY Continued

### **INSULATION & VAPOUR BARRIER**

All insulation and vapour barrier to be installed and complete. All vapour barrier joints must be structurally supported, and appropriate sealant or tape used. Exterior air barrier must be viewed prior to covering.

### **OCCUPANCY / FINAL**

This inspection must be passed to occupy a building or space. The exterior of the building must be complete, all entrance ways must be finished and clear of obstructions. Stairs, decks and handrails, where required, must be installed. All smoke alarms and CO2 detectors must be installed and functioning, all heating and ventilation systems must be working and bathrooms functional. Address numbers must be posted and clearly visible from the street. All outstanding documents required by the building official must be submitted prior to this inspection.

### **PART 3 BUILDINGS AND WHERE PROFESSIONALS ARE USED**

Where an architect and/or engineers are used as part of a project, all appropriate field reviews and C-B schedules and other supporting documentation are to be submitted prior to a final inspection taking place and occupancy being granted. The City of Parksville building department will still conduct all required inspections on Part 3 buildings as a method to monitor construction progress.

### **GENERAL INSPECTION NOTES**

*No aspect of any work requiring inspection shall be concealed in any way until the building official has viewed it and accepted the work in writing. The building owner accepts all liability if changes are required where any work doesn't meet the minimum requirements of the building code or of the City approved plans.*

*No person shall occupy a building or structure, or part of a building or structure, until a building official has issued an occupancy permit.*

*An occupancy permit shall not be issued unless all required letters of assurance have been received and/or all aspects of the work that require inspections have been viewed and accepted.*

*Please note that all permits expire 2 years after issuance but can also be cancelled where work doesn't commence for six months from permit issuance, or work is not continuously and actively carried out, or work is substantially discontinued for six months, or the exterior finish of the structure is not complete within one year of permit issuance. You will be notified by registered mail should any of these conditions apply.*

Please call 250-954-3065 or email [building@parksville.ca](mailto:building@parksville.ca) with any questions.