



Simple Building Field Reviews

Bulletin 2013-001-BG

This bulletin is intended to advise all Developers, Coordinating Registered Professionals, General Contractors and Site Superintendents of the procedures involved for inspections of simple buildings in accordance with:

Maple Ridge Building Bylaw #6925-2012 as amended:

1. Prior to commencement of construction a meeting is to be held with the site superintendent, coordinating registered professional, owners representative, environmental sediment control monitor and designer, building official, plumbing and electrical inspectors assigned to this project. This meeting may be held within our offices and coordinated between the assigned building official and the coordinating registered professional. The purpose of this meeting is to re-enforce what has been stated within our building by-law with regards to inspections of projects. This is also the time any additional ground rules may be set-up between all parties involved.

A. Documentation needed for this meeting:

- Approved plans;
- Construction schedule;
- List of sub trades (to be provided now but no later than the commencement of framing);
- List with phone numbers of those responsible for conducting site inspections on behalf of the owner. This list is also to include those individuals or companies responsible for fire stopping the building and its components.

B. General Requirements

- All building numbers and units are to be clearly identified and visible from interior road ways.
- Access to site and areas requiring inspection are to comply with WCB requirements for site safety and construction access.
- All professional, municipal and third party inspection reports are to be kept on site at all times in a location designated for municipal inspectors. Inspection reports are to be filed by discipline.
- No work is to be covered or buried without first receiving municipal approval.
- Architect to provide letter verifying siting compliance on those developments falling under Development Permits.

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C. Clarify plumbing, gas, sprinkler and electrical inspectors roles regarding inspections:

- Work is conducted with full inspections by our plumbing/gas/sprinkler and electrical inspectors.
 - These inspections are to be conducted prior to covering of any portion of the works. Further, these inspections are to be carried out concurrently or after these components have been inspected by the registered professionals.
 - For inspections conducted in phases it is to be made clear at time of booking the inspections: where in the building or on the site and to what extent the inspections are to be carried out (i.e. 1st floor north wing from grid lines A thru D)
 - A copy of the registered professionals' inspection reports are to be provided to the inspectors at time of inspection or the inspection will not be conducted.
2. As indicated in Subsection 22.4 of the Maple Ridge Building Bylaw, a Building Official may attend the site to verify that field reviews are being conducted by the Registered Professional. Site reviews are to be booked for inspection of the project - per subsection 22.5 of the building bylaw - at the following stages of construction (on the municipal inspection line);
- **Foundations** prior to placing of concrete in footing and foundation forms. An original sealed Survey certificate is to be provided at this time. Also, copies of professional field reports and environmental monitor inspection report (verifying installation of required sediment control facilities) are to be provided.
 - In the case of a tilt-up building a surveyor location document is required showing the location of the footing boxes in relation to the property lines (unsealed). This is to provide the Building Official with a level of information that the building's siting will achieve the required setbacks as shown on the approved drawings. Once panels are installed a non-encroachment certificate is required to be submitted.
 - **Slab Poly** after the installation of under-slab fill, polyethylene vapour barrier, under-slab insulation where required. Inspection and approval of all under slab services, but prior to the pouring of concrete slabs.
 - Should fill under slab exceed 0.6m in depth a sealed fill compaction report is required.
 - **Framing** prior to covering, but after all plumbing, sprinkler, electrical and gas works have been installed and inspected (municipal inspection slips are to be kept on site for review by Building Official). An initial inspection – on multi storey buildings – is to

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- be conducted as services are being installed in building to deal with any potentially recurring negative issues (i.e. fire stopping). This inspection is to be conducted with the coordinating registered professional present. An engineer's inspection report of the sheathing is to be provided at this time.
- **Fire stopping** prior to covering. Any questions by the contractor regarding fire stopping and its placement are to be directed to the registered professional responsible - by the contractor - and their conclusions provided to the Building Official in writing. At this time, copies of the assembly fire stopping details are to be provided to the Building Official plus professional's inspection report.
- **Insulation** after insulation and vapour barriers have been installed, but prior to interior finishing. Copies of architect, building envelope and sprinkler engineers inspection reports are required.
- **Final** prior to occupancy. **This inspection is to be arranged by the coordinating registered professional** and is not to be called unless items under Subsections 22.8 & 22.10 plus all documentation as required under Section 23 Subsections 23.1 to 23.5 of the Maple Ridge Building bylaw have been provided in one complete package. Documentation to be included for all life safety components of the building including but not limited to fire alarm verification report and original certificate, monitoring agency certificate, elevator certification from BC Safety Authority, etc. It shall also be noted that final occupancy will not be granted until the engineering department has signed off works and services items and planning has signed off development permit and landscaping issues. Also, final sign off from environmental monitor and his engineer – per Water Course Protection bylaw – is required.
- **Provisional** occupancy permit must have those requirements as set out in Subsections 23.6 to 23.9 of the Maple Ridge Building bylaw met prior to issuance of a provisional occupancy permit. The CRP is required to submit a safe to occupy letter which includes a list of outstanding deficiencies. Further, sign off from the environmental monitor and his engineer – per Water Course Protection bylaw – is required.

Clarification

The District of Maple Ridge will require these procedures to be followed immediately upon receipt of this Bulletin. You may contact Building Department staff at 604-467-7311 to determine which inspectors have been assigned to your project.

Stephen Côté-Rolvink, RBO, CRBO
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Local Safety Manager

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