

Building, Electrical, Gas, Plumbing and Sprinkler inspections are required during various phases of a project. It is the responsibility of the permit holder to arrange for inspections via:

- the inspection request line 604-467-7380,
- the email request line inspectionrequests@mapleridge.ca or
- fax at 604-467-7461.

Note: Requests for inspections will no longer be accepted through the Building Departments main phone line. Inspections may only be booked via one of the above options.

ALL inspection requests, including those left on our Inspection Request phone line, must provide **ALL** of the following information:

- Correct permit number for each permit (i.e. building (BG), electrical (EL), gas (GS), sprinkler (SK) & plumbing (PG) etc);
- Correct street address of the property to be inspected.
- Type of inspection requested (PER LIST BELOW);
- For multi building sites include each permit for each building being inspected.
- For apartment buildings include the floor and unit numbers being inspected.

Note: When calling for multiple inspections on different buildings and/or different addresses the email request line must be used.

We regret to inform you that **no** inspections will be registered and **no** inspections will take place if the above information is not provided.

The **address card** provided at time of permit issuance is to be posted in a location that is visible and readable from the street and protected from weather. This card is to be posted prior to commencing construction and is to remain posted until such time as all permits issued have received final inspection.

BUILDING INSPECTIONS (REQUIRED FOR ALL NEW CONSTRUCTION, ADDITIONS, RENOVATIONS, BASEMENT FINISHES, ETC.):

The following inspections are required regardless of the involvement of a registered professional except as outlined in Bulletin 2006-01-BG Rev 04/2013.

- **CALL FOR A FOOTINGS INSPECTION {FOR FOOTINGS ONLY WHEN THEY ARE POURED SEPARATE TO THE WALLS}:
After** the forms for footings are complete, all reinforcing steel is in place where required by the approved plans, after engineers have conducted inspections, but prior to the placing of any concrete. The noted documentation is to be on site for the inspection.
- **CALL FOR A FORMS INSPECTION {FOR FOUNDATION WALLS OR MONO-POUR – (WALLS & FTG’S)}:
After** the forms for the foundation walls are complete, all reinforcing steel is in place where required by the approved plans, after a legal site survey has been completed, after engineers have conducted inspections, but prior to the placing of any concrete. The noted documentation is to be on site for the inspection.
- **CALL FOR A LOT GRADING INSPECTION (RECOMMENDED):
After** backfill and rough site grading has been completed this is intended to allow the identification of future locations of any retaining walls, catch basins, etc. prior to heavy equipment leaving the site.
- **CALL FOR A SLAB/POLY INSPECTION:
After** the installation of under-slab fill and plumbing piping has been installed and inspected, under-slab insulation installed where required and polyethylene vapour barrier, but prior to the pouring of concrete slabs. This may require two inspections when the insulation is installed above the poly.
Note: Where under slab fill is 600mm (2 feet) or greater in depth an engineers sealed fill compaction report is required to be on site at time of inspection.

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- **CALL FOR A SHEATHING INSPECTION:**

After building is framed, roofing plus all windows and doors are installed, exterior fittings and penetrations are in place and structural engineer has reviewed structural sheathing.

Note: Ensure all windows and doors have the correct label to verify compliance to NAFS standards.

- **PRE-INSULATION INSPECTION (OPTIONAL):**

After the installation of insulation and poly at locations where; the installation of equipment, appliances, ducting or framing would block access to allow for proper inspection. (i.e. Drop framing, heating ducts, furnace, bathtubs, etc.).

- **CALL FOR A RAIN SCREEN INSPECTION:**

Exterior building wrap has been installed All head and sill flashings are in place. All penetrations through building wrap have been sealed and flashed as required. Rain screen strapping complete with bug screen is to be reviewed prior to the application of any product or material that would conceal the strapping. Where strapping is being spaced closer than 16" O.C. the strapping cannot exceed 1.5" in width. **(Confirm type of rain screen material to be used with building inspector prior to purchase or installation to ensure product complies with the building code).**

Note: The inspection of rain screen, stucco wire & scratch is not required at post buildouts or 1.2m high portions at garage doors.

- **CALL FOR AN EXTERIOR FRAME INSPECTION:**

When the finish is stucco or cultured stone, the installation of backing board over the strapping is required to maintain the drainage cavity. Alternatively, an integrated paper/stucco wire system or 3/4" strapping with 60 minute paper may be installed.

- **STUCCO WIRE INSPECTION (FOR STUCCO OR CULTURED STONE APPLICATIONS):**

The paper, wire and flashings must be inspected prior to the application of stucco. Ensure the application/direction of wire is as per the manufacturers specifications;

- **STUCCO SCRATCH INSPECTION (FOR STUCCO OR CULTURED STONE APPLICATIONS):**

Apply the base coat of mortar for inspection. This coat is to fully cover the wire mesh to a depth of 1/4" and be suitably rough to ensure a good bond to subsequent layers of mortar. Insufficient thickness and void spaces will lead to the premature failure of the system.

- **CALL FOR A FRAMING INSPECTION:**

After framing and sheathing of the Building are complete, the engineered roof trusses have been reviewed, specialty building component such as engineered beams, floor systems or lintels have been approved by the engineer; and ensuring fire-blocking integrity, bracing, chimneys and fireplaces, plus all rough-in's for plumbing, gas, electrical, and sprinkler works have been inspected and passed, and the building's exterior has been covered but prior to insulation installation, lath or other interior finish is applied which would conceal such construction.

Note: All sub-trade work is to be complete prior to calling for this inspection.

- **CALL FOR AN INSULATION INSPECTION:**

After insulation and vapour barriers have been installed, but prior to interior finishing.

- **YARDS FINAL INSPECTION:**

After all landscaping and retaining has been installed but prior to occupying the building. This inspection reviews the property's service connections of storm, sanitary and water, it also reviews for any damage to municipal property (ie. Curbs, sidewalks, roads, boulevards, street trees, etc.) plus ensure municipal property up to the property line maintains a positive 2% slope toward the roadway.

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- **CALL FOR A FINAL BUILDING INSPECTION*:**

AFTER the Building has been completed, including site grading, heating ventilation equipment, cooking facilities, security components, smoke/carbon detectors, exterior doors, hand/guards rails, (exterior and interior), decks or balconies etc. and all schedule C-B's (Structural, Geotechnical, Sprinkler, etc.) are accepted; all plumbing, gas, electrical, sprinkler permits are finalized but prior to occupying any portion of the building.

- **RETAINING WALLS:**

Any retaining walls over 0.6 meters in height require a permit. Retaining Walls over 1.0m in height or tiered walls with less than 3.0m of separation between walls are required to be engineered. A retaining wall permit and inspections need to be completed prior to calling for final inspection.

- For cast in place concrete walls a forms inspection is required prior to pouring concrete. A survey will be required for walls close to property lines, right of ways or covenant boundaries.
- A drain tile inspection is required for all wall types prior to backfilling;
- A final inspection is required when all landscaping, grading and drainage has been installed.

Note: Retaining walls not shown on the original lot grading plan are required to have the lot grading plan revised by the civil engineer of record and approved by the city prior to wall installation.

ELECTRICAL & LOW VOLTAGE INSPECTIONS (SEPARATE PERMITS):

*****Note:** Owners issued a homeowner's permit to do their own electrical work, must **phone** for inspections via the inspection line 604-467-7380 or email to inspectionrequests@mapleridge.ca

- **Electrical Contractors Authorization Forms** are to be faxed to the Building Department at 604-467-7461 or email to inspectionrequests@mapleridge.ca for all electrical inspections.
- **SUBMIT DECLARATION FOR AN UNDERGROUND DUCT INSPECTION:**
AFTER all underground electrical construction is complete, but **prior** to backfilling. This inspection is scheduled under the *building permit number*.
- **SUBMIT DECLARATION FOR SERVICE CONNECTION INSPECTION:**
AFTER all electrical service construction is complete and a weather proof cover is installed, but **prior** to requesting energizing.
- **SUBMIT DECLARATION FOR A ROUGH-IN INSPECTION:**
AFTER electrical rough-in wiring but **prior** to framing;
Separate Low Voltage Electrical Permits must also be issued for security, telephone, cable and separate inspections called for this permit.
- **SUBMIT DECLARATION FOR A FINAL ELECTRICAL INSPECTION (UNLESS HOMEOWNER):**
Electrical final inspection must be performed for both types of electrical permits **prior** to the final building inspection.

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GAS INSPECTIONS:

*****Note:** Owners issued a homeowner's permit to do their own gas work, must **phone** for all inspections via the inspection line 604-467-7380 or email to inspectionrequests@mapleridge.ca

- **CALL FOR AN UNDERGROUND PIPING INSPECTION:**

After all underground gas Construction is complete, but **prior** to the placing of any concrete or backfill.

- **CALL FOR B-VENT & F/P B-VENT and ROUGH-IN GAS INSPECTIONS:**

After heating duct installations, gas venting installations fire place rough-in installation but **prior** to framing inspection.

Note: A separate fire place inspection (F/P B-Vent) is required where the fire place installer differs from the main gas and heating system installer.

- **CALL FOR ROUGH-IN GAS INSPECTIONS:**

After gas piping installation but **prior** to framing inspection.

- **SUBMIT DECLARATION FOR FINAL GAS INSPECTION (UNLESS HOMEOWNER):**

Gas final inspection must be performed **prior** to the final building inspection and can only be scheduled with the submittal of the "Gas Contractor Declaration of Compliance" form.

PLUMBING INSPECTIONS:

- **CALL FOR A SERVICES INSPECTION:**

AFTER the installation of foundation drains, dampproofing and drain rock, sanitary sewer lines, storm sewer lines, water lines, sumps, are complete, but **prior** to backfilling of foundations. This inspection only is called under the *building permit number*.

- **CALL FOR AN UNDERGROUND PLUMBING INSPECTION:**

AFTER all underground Plumbing DWV Construction is complete, but **prior** to the placing of backfill or concrete. **(SYSTEM MUST BE FILLED WITH WATER AND HOLDING)**

- **CALL FOR A RADIANT HEAT INSPECTION (separate permit):**

AFTER the installation of in slab radiant heat piping where required, but **prior** to the pouring of concrete slabs or toppings. This is a separate plumbing permit from the main plumbing permit.

- **CALL FOR A PLUMBING ROUGH-IN DWV INSPECTION:**

AFTER the installation of all above slab interior drain waste and vent piping is complete and a water test is installed. **(SYSTEM MUST BE FILLED WITH WATER AND HOLDING)**

- **CALL FOR A WATER PIPE, TUBS & TRAPS INSPECTION:**

AFTER water piping is installed and the system is placed under a 200psi test, bur **prior** to framing inspection.

- **CALL FOR A FINAL PLUMBING INSPECTION:**

A final plumbing inspection must be performed on all plumbing permits including radiant heat **prior** to the final building inspection.

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SPRINKLER INSPECTIONS (THIS WORK MAY ONLY BE PERFORMED BY TICKETED SPRINKLER INSTALLERS):

- **CALL FOR A SPRINKLER ROUGH-IN INSPECTION:**
AFTER all piping & heads installed and the system is placed under a 200psi test, but **prior** to framing inspection.
- **CALL FOR A SPRINKLER FINAL INSPECTION:**
Sprinkler final inspection must be performed **prior** to the final building inspection.
Note: A 12.5mm (½") Test line must be installed at time of final inspection to allow for verification of activation of the flow alarm. This line should be permanently installed and secured to the floor drain.

*OCCUPANCY PERMIT:

- Final inspections on all Gas, Plumbing, Electrical, Sprinkler, Retaining wall and Building permits must be approved; Schedule C-B's and Site Survey are accepted **prior** to an Occupancy Permit being issued.
- Homes on Septic must have Provincial "Sewerage Regulation" compliance by providing a "stamped letter of certification" for the installed field prior to requesting or receiving any form of Occupancy Permit.
- Homes on wells are required to submit a sealed well water potability certificate prior to requesting for or receiving any form of Occupancy Permit.

EVERY PERMIT IS ISSUED UPON THE CONDITION THAT:

1. Construction is to be started within 6 months from the date of issuance. An inspection on each permit is required and must pass within this time frame to verify construction commencement.
2. Construction is not to be discontinued or suspended for a period of more than 12 months.
3. The permit is no longer valid if conditions 1 and 2 noted above are not met.
4. The exterior of the building is to be completed within 6 months of the date of commencement of construction.
5. An Occupancy Permit is required prior to moving contents or people into any building.
- *6. If all sub-trade inspectors and works inspectors approve for provisional occupancy, a Provisional Occupancy Permit may be issued for a limited period of time. Permit and security fees are required.
7. Occupancy of a building without first obtaining an Occupancy or Provisional Occupancy Permit may result in penalties as stated in the City of Maple Ridge Building Bylaw.
8. **For any inspections to be conducted**, the permit package, all prior inspection slips and engineering reports must be on site for all inspections including plumbing, gas, electrical, building and sprinkler.
9. For renovations or additions or where contents have been installed in a dwelling, a person of the age of majority must be present while inspections are being conducted. If no one is present or is under age, the requested inspection **will not** be conducted.
10. All pets must be secured prior to inspectors attending the site.
11. Permit card must be posted as soon as construction commences. This card must be posted in such a position as to be clearly visible from the street at all times and protected from weathering.