

Building inspections are required during various phases of a project. It is the responsibility of the permit holder to arrange for inspections via:

- On-line inspection booking <https://www2.mapleridge.ca/BIS>,
- 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 building permit,
- 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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"This information is provided for convenience only and is not a substitution of applicable City Bylaws, Provincial or Federal Codes or Laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws."

- **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. Rain screen strapping shall comply to Clause 9.27.2.2.(1)(b) of the current BCBC, Minimum 9.5mm thick with a cross-sectional area that is not less than 80% open. Rain screen strapping and spacing is dependent on the strapping width and should be reviewed with the building inspector prior to installation.

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 site 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.

*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 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.