

In accordance with Building Bylaw No. 0086, these items will be reviewed by the Building Inspector when performing all inspections. Inspection requests can be made up to 3:00 pm the day prior to the requested day by calling 778-797-8820 or emailing [building@westkelownacity.ca](mailto:building@westkelownacity.ca). Please include the type of inspection, civic address, permit # and site contact information. All required documents are to be submitted to our office ([building@westkelownacity.ca](mailto:building@westkelownacity.ca)) PRIOR to requesting your inspection. Failure to provide required documents may result in inspection request being cancelled.

**Footing Inspection:** review only the following items:

- The general aspects of the site for a safe building area (i.e. rock fall hazard, slope stability, terrain)
- Review Soil conditions as they appear at the footing level and check Air temperature vis-a-vis the ability to cure concrete
- Review Footing sizes and Depth (frost protection) in relation to the plans
- Where Registered Professionals are involved, their inspection reports - *Must be forwarded to inspector prior to inspection*

**Damproofing/Draintile Inspection:** review only the following items:

- The Survey Certificate (where required)
- Damproofing completeness including Tie Hole sealing
- Type and Size of Drain Pipe/Drain Rock including termination location, Dry Well, Storm or other
- Height of Foundation Wall above grade
- Where Registered Professionals are involved, their inspection report- *Must be forwarded to inspector prior to inspection*

**Water Service Inspection:** review only the following items:

- Piping type and size as specified on Building Permit and Bedding materials
- Depth of trench for frost protection; 4 feet minimum and 5 feet below driveways
- Service termination inside of building including Check valve requirements
- Working pressure test

**Sewer Service Inspection:** review only the following items

- Piping Type, Slope, Size, Length (Cleanout Locations), Depth (frost protection) and Bedding Materials
- Water or Air Test verification
- Inspection chamber plug retrieval

**Rough-in Plumbing, Drain, Waste and Vent (DWV) Inspection:** review only the following items:

- Piping Type, Slope, Layout, Support, Bedding Material and Sizing
- Test for leaks
- Backwater valve requirements, sumps

**Water Distribution System Inspection:** review only the following items:

- Pressure test for leaks
- Type of Pipe, Support and Size
- Location of piping (protection from freezing)

**Framing Inspection:** review only the following items:

- Equivalency to plans in appearance and size
- Roof truss/rafter/joist installation
- Roof beam construction
- Type and thickness of roof sheathing
- Roof loads carried down to foundation
- Roof ventilation
- Exhaust fan ducts installed, insulated and terminated and ventilation checklist
- Attic accesses
- Wall framing materials, type and quality/size and spacing
- Continuity of air/vapor barriers
- Floor joist materials; spans, end bearings, bridging and nailing
- Floor sheathing: size and type
- Posts, beams and columns; sized and attached
- Openings through floors; sized and supported
- Loads carried down to foundations
- Crawl spaces; accesses and ground cover
- Sill plates; separated from concrete and anchored

- Cut, notched and drilled framing members
- Door and window rough in sizes
- Stair construction.; rise/run/uniformity/headroom
- Smoke alarm locations, rough in locations marked
- Fireplace and chimneys; framing clearances/height/combustion air
- Masonry chimneys for solid fuel; liners and cleanouts
- Roofing materials vis-a-vis the slope of the roof
- Fire stopping and Fire separation systems, Confirm that fire dampers are located in duct at fire separations
- Solid fuel appliances; clearances, combustion air, connection to chimney, and installation instructions
- Ramp slopes
- Safety glass

**Insulation Inspection:** review only the following items:

- RSI value, type and installation of insulation from the top of the crawl space floor or lowest floor, up through the exterior walls including joist spaces to the top plates of the highest storey and the RSI value, type and installation of friction fit or rigid insulation in floors and ceilings
- Where flexible sheet air barrier/vapour barrier is used, the type and installation of the air/vapour barrier from the top of the lowest floor up through all insulated spaces, including joist spaces and across ceilings and where applicable, floors

❖ *Please arrange water meter pick up and installation after insulation inspection*

**Occupancy Inspection:** review only the following items:

- Where Registered professionals are involved with the project, their Schedule C-B's
- Completeness of the exterior finish including height above the finished grade
- Installation of the required wall flashings and masonry supports
- Driveway; designed to keep runoff out of the garage/carport
- Down spout termination
- Deadbolt latches, security screws, door viewers, NRP hinges and Weather-stripping
- Size, Height and type of Interior and Exterior Handrails and Guards
- Completeness of interior floor, wall and ceiling finishes
- Smoke alarms; in place and functioning
- Doors and closers; in place and functioning
- Fire exit windows; in place and accessible
- Stops and traps on plumbing; materials and placement
- Required waterproof wall finishes; in place and functioning
- Plumbing fixtures, approved materials and connected
- Installation of water meter confirmed
- Heating system; in place and operational
- Hot water supply system; in place and operational
- Mechanical ventilation of building interior
- Contractors certificate for loose fill and spray applied thermal insulation
- Required egresses; as per plan
- Required fire alarm systems, tested and verified
- Required emergency lighting and exit sign systems; in place and operating
- Closures in fire separations; in place, type and ratings
- Exhaust Systems for Comm' Kitchens, Spray Booths Required fire sprinkler systems installed and tested by a Registered Professional
- Fire Department Access and Hydrant placement as per approved plans
- Fire Extinguisher and Emergency Lighting placement
- Accessibility requirements

**Final Inspection:**

- All deficiencies need to be corrected
- Where applicable, the exterior needs to be finished.

These lists may not be exhaustive of all requirements for inspections.