



CITY OF COURTENAY
Building Division
830 Cliffe Avenue
Courtenay, BC V9N 2J7
Tel: 250-703-4862 Email: building@courtenay.ca

Required Inspections for Standard Buildings

The owner or his agent must request the inspections listed below. Inspections must be booked at least one working day before the inspection. When booking your inspection, ensure that you quote both the building permit number (ex: BP014055) or the civic address (lot number is not acceptable). Work must not proceed beyond the stages indicated below without explicit approval from the City of Courtenay's Building Inspectors.

REQUIRED INSPECTIONS

FOOTING FORMS	After forms are prepared for concrete but before concrete is poured.
DRAINTILE AND DAMP PROOFING	After framework is removed and drainage and damp proofing are installed but before backfilling.
SERVICES	When water, sewer and storm piping are connected at street but prior to covering. Services must be under test.
PLUMBING	UNDER-SLAB: When under-slab complete; prior to concealing any portion of the plumbing.
	ROUGH-IN: When rough-in is completed. D.W.V and domestic water piping are to be under test at the time of inspection.
FRAMING	All framework and sheathing complete, but before insulation/exterior finish. Site survey and engineered truss specs and applicable Engineer's field reports must be submitted to the Building Division prior to inspection.
INSULATION AND AIR VAPOUR BARRIER	When complete but prior to covering. Ventilation Checklist must be submitted to the Building Division prior to calling for an inspection.
OCCUPANCY/FINAL	On completion of the project but before occupying the premises. Provide Engineering Schedule C-Bs and Subcontractor Checklist at inspection. If you have a red binder (for large projects), please provide the binder to the Building Inspector.

ELECTRICAL PERMITS AND INSPECTIONS ARE GRANTED BY THE PROVINCE OF BRITISH COLUMBIA. CONTACT BC SAFETY AUTHORITY AT 1-866-566-7233 TO FIND OUT MORE INFORMATION OR TO BOOK AN ELECTRICAL INSPECTION.

ADDITIONAL INSPECTIONS: A RE-INSPECTION FEE OF \$50.00 WILL BE CHARGED IN INSTANCES WHERE MORE THAN TWO INSPECTIONS ARE REQUIRED DUE TO NON-COMPLIANT WORK OR WORK THAT WAS NOT COMPLETED BY INSPECTION TIME.

CONSTRUCTION TO START WITHIN 6 MONTHS OF THE PERMIT'S ISSUANCE DATE AND IS NOT TO BE DISCONTINUED OR SUSPENDED FOR MORE THAN 6 MONTHS OR THE PERMIT WILL EXPIRE AND REQUIRE A RENEWAL FEE.