

BUILDING INSPECTION POLICY

- Please note Town-approved drawings are required to be on site for all inspections
- Truss and beam documents are to be available on site for framing inspections
- All other site documents can be emailed to ds@ladysmith.ca

☐ **REQUESTING AN INSPECTION**

Inspections can be requested by contacting your [Building Inspector](#) or ds@ladysmith.ca (with at least 48 hours' notice.) Please provide **address** and **type of inspection** required. No work is to be covered until approved by the Building Inspector. Inspection requests for a specified time may not be accommodated.

☐ **FOUNDATION INSPECTION**

After the forms for footings and/or foundations are complete, and after having obtained a form check survey certificate from a registered British Columbia Land Surveyor as to their location in relation to parcel boundaries, but prior to placing any concrete therein. Engineered foundation forms and reinforcement steel are to be inspected after the Structural Engineer has approved them. A copy of the Engineer's inspection report is to be given to the Building Inspector.

☐ **PERIMETER DRAIN AND RAIN WATER LEADER INSPECTION**

After removal of formwork from a concrete foundation and installation of perimeter drain pipe and dampproofing but prior to backfilling against the foundation. A separate system is required for roof leaders.

☐ **UNDERSLAB RADON, POLY AND INSULATION INSPECTION**

After granular base materials, and if applicable, reinforcing steel has been placed for the installation of a concrete floor slab but prior to placing of concrete. Underslab insulation is to be installed complete with 6 mil poly. All joints are to be sealed with approved sealants and/or tape. Call for inspection prior to placing of concrete in a crawl space.

☐ **FIRELINE INSPECTION**

The fireline for sprinkler systems must be complete and visible for inspection. The required 200 psi hydrostatic test is to be verified as part of this inspection. Flushing and testing shall be done, to the NFPA 13 Standard.

☐ **UNDERSLAB PLUMBING INSPECTION**

Complete all underslab plumbing and leave visible for inspection. The piping can be weighted down to keep from floating; however, all fittings must be visible, along with enough pipe from each branch, to check slope. The sanitary piping shall be filled with water. Bedding sand shall be on site and compacted under installed pipes. All rocks and debris must be removed before inspection. Water lines shall be sleeved through the slab. Any installs completed by a certified plumber must have proof of trades certification. A minimum of 3" of ground cover is required on piping before pouring the concrete slab. Piping shall be under test with a minimum 8' head pressure.

☐ **SEWER, STORM, WATER SERVICING CONNECTION INSPECTIONS**





Pipe and connections must be complete and visible for inspection. Bedding sand shall be on site and compacted under installed pipes. All rocks and debris must be removed before inspection. Cleanouts shall be installed within 900 mm from building.

☐ **CHIMNEY INSPECTION**

Masonry fireplaces and chimneys are to be inspected at the footing, smoke shelf and breaching stages, and at completion. Factory-built fireplaces and chimneys are to be inspected while all components and clearances are visible and at completion. A WETT (Wood Energy Technology Transfer) certified installer will be required to provide written confirmation at the final inspection that factory-built chimney and wood-burning appliance installations meet current applicable regulations.

DEVELOPMENT SERVICES OFFICE

250.245.6415 / info@ladysmith.ca / www.ladysmith.ca

132 C Roberts Street MAIL PO Box 220, Ladysmith, BC V9G 1A2 GET CONNECTED    



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☐ **LATERAL BRACING INSPECTION**

Inspection of the nailing of exterior sheathing prior to the installation of sheathing membranes. All nailing and blocking associated with braced wall panels to be completed for this inspection. The nailing of floor systems to sill plate or top plates will be inspected. Splices in braced wall bands and in walls perpendicular to orthogonal setback walls must be nailed from below to allow for inspection. Wood-based interior braced wall panels to be sheathed. Insulation installation may need to be reviewed in party walls prior to this inspection as it may be covered. Exterior braced wall panel locations to be clearly marked out on the interior and exterior. Interior braced wall panels to be clearly marked so their location can be seen now and later at the Interior Braced Wall Panel Inspection.

☐ **ROUGH-IN PLUMBING INSPECTION**

Rough-in plumbing must be complete, including potable water piping. Houses require crawlspaces to be dry for inspection. Domestic water lines shall be pressure tested to 200 psi and the drain/waste/vent (DWV) system shall be water tested. The tub/shower traps are to be tested with the DWV system. Tubs are to be tested with the sanitary drainage system. Tubs shall be filled to the overflow and showers filled to the threshold.

☐ **ROUGH-IN SPRINKLER INSPECTION**

Rough-in sprinkler system must be complete and visible for inspection. All applicable frost protection must be installed. All systems shall be tested to NFPA 13 Standard for the Installation of Sprinkler Systems. Hydrostatic tests shall conform to NFPA at not less than 200 psi for 2 hours on any system that is new, modified, or repaired. Approved plans must be on site.

☐ **FRAMING INSPECTION**

When framing and sheathing of the building are complete, including firestopping, bracing, chimney duct work, plumbing, gas venting, wiring, but before any insulation, or other interior or exterior finish is applied which would conceal such work. The building must be weather-tight prior to booking the framing inspection. Approved plans, sealed beam and truss certificates (with layout) and a sealed survey certificate must be on site for the framing inspection. If changes to the plans are required, your Building Inspector must approve them before the framing inspection is requested. No insulation or wall finishes are to be placed (except behind bathtubs, showers, and factory-built fireplaces) until framing is approved or permission is granted by your Inspector. Mechanical Ventilation Checklists must be submitted to the Building Inspector.

☐ **INSULATION INSPECTION**

Insulation and vapour barrier are to be complete prior to inspection. All fire-stopping to be reviewed prior to covering. No drywall may be placed (except for fire stops) prior to approval of insulation. All fan ducts must be connected and terminate at the exterior. If spray foam is used, 24 hours must pass before an inspection can be performed. Spray foam notice to be posted at the front of the building where it can be reviewed prior to entry. Spray Foam Daily Work Logs are required prior to approval of the insulation. **Suites: All rez-bar to be installed on suite separation walls and ceilings prior to insulation inspection being completed.**

☐ **INTERIOR BRACED WALL PANEL INSPECTION**

Inspection of fasteners in interior drywall braced wall panels. The location of interior braced wall panels to be clearly indicated. This inspection is to take place prior to the installation of tape and joint compound.

☐ **SPRINKLER FINAL**

The sprinkler system shall be complete and operating as intended. All required acceptance tests must be done to the NFPA 13 Standard. The backflow test shall be completed. Approved plans must be on site, along with the Engineer's report.

☐ **OCCUPANCY AND PLUMBING FINAL INSPECTIONS**

This inspection must be passed before the building may be occupied. The exterior of the building must be complete, including all stairs, decks, handrails, porches, and exterior finish. Address numbers must be posted, and the interior must meet all health and safety requirements. Final site grading is to be complete. Driveway to be complete. The building must not be occupied until final occupancy is approved. Schedule C-B's to be submitted to your Building Inspector.

Visit the Town of Ladysmith website to access the Building and Plumbing Bylaw

[Frequently Requested Bylaws](#)

Have questions? [Contact your Building Inspector](#)