

## Mandatory Notices for Inspections

(All Projects other than One and Two Family Dwellings or Accessory Buildings)

The person to whom a building permit is issued shall notify the appropriate inspector and request an inspection at the following stages of construction:

### Building Inspection Stages

1. Readiness to construct footings.
2. Substantial completion of footings and foundations prior to the commencement of backfilling.
3. Substantial completion of structural framing, ductwork and piping for heating and air conditioning for Part 9 buildings.
4. Substantial completion of structural framing and roughing-in of heating, ventilation and air contaminant extraction, if not a Part 9 building.
5. Substantial completion of insulation.
6. Substantial completion of vapour or air barrier.
7. Substantial completion of all required fire separations and closures.
8. Substantial completion of all fire protection systems (including fire alarm and emergency lighting).
9. Substantial completion of fire access routes.

**Note: Additional inspections may also be appropriate, such as those for the rough-in of solid-fuel fired appliances (for example, woodstoves or fireplaces) and associated chimneys.**

### Plumbing Inspection Stages

10. Readiness to construct the sewage system.
11. Substantial completion of the installation of the sewage system before the commencement of backfilling.
12. Substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling.
13. Readiness and testing of:
  - building sewers and building drains
  - water service pipes
  - fire service mains
  - drainage systems and venting systems
  - Hydronic heating system
  - the water distribution system, and
  - plumbing fixtures and plumbing appliances
14. Substantial completion of all **wet** fire protection systems (including standpipe, sprinkler).
15. Readiness for inspection of suction and gravity outlets, covers and suction piping serving outlets for an outdoor pool described in Clause 2.1.2.1.(1)(h), a public pool or a public spa.
16. Substantial completion of the circulation or recirculation system of an outdoor pool described in Division A Part 1, Sentence 2.1.2.1.(1)(h), a public pool or a public spa and substantial completion of the pool before it is filled with water.

### Building & Plumbing Inspection Stages

17. Completion of construction and installation of components required to permit the issue of an **occupancy permit** under Division C Part 1, 1.3.3.1.(2) or to permit occupancy under Division C Part 1, Sentence 1.3.3.2.(1), if the building or part of the building to be occupied is not fully completed.
18. Completion of Project – **Final Inspection** (if not fully completed at Stage 17).
19. **Demolition Projects** – Ensure all utilities have disconnected their services prior to demolition and all safety measures, including hoarding and approved street closures are in place prior to demolition. When the building demolition is completed and debris is removed, arrange for a building inspection.

### Inspection Contact Numbers

Contact Building and Plumbing Inspectors by phone Monday to Friday between 8:30am to 9:30am

**Senior Building Inspector – Large Projects (Industrial, Commercial, Residential and Institutional):**

Call: (807) 625-3124;

Email: [Jeffrey.Duce@thunderbay.ca](mailto:Jeffrey.Duce@thunderbay.ca)

### Building Inspectors

Northward: Call (807) 625-2570;

Email: [Gregg.Gigliotti@thunderbay.ca](mailto:Gregg.Gigliotti@thunderbay.ca)

Southward: Call (807) 625-2468;

Email: [John.Ostrowski@thunderbay.ca](mailto:John.Ostrowski@thunderbay.ca)

### Plumbing Inspectors

Northward: Call (807) 625-2736;

Email: [John.Magierowicz@thunderbay.ca](mailto:John.Magierowicz@thunderbay.ca)

Southward: Call (807) 625-2868;

Email: [Dave.Flank@thunderbay.ca](mailto:Dave.Flank@thunderbay.ca)

The set of drawings reviewed and stamped by Building Services are to be kept on site during construction and the orange card conspicuously posted.

The permit fee includes, in general, the cost of a single site inspection for the construction stages listed above. Additional inspections may be subject to additional fees. Inspections may be performed on active permits at no additional fee on aspects of construction not mentioned above, provided the work is an integral part of the permit as reviewed by Building Services at the time of permit issuance. Should you have any questions regarding these matters, please call Building Services at: **(807) 625-2574**.