

## **Mandatory Notices for Inspections (1 & 2 Family Dwellings)**

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 Inspector**

1. Readiness to construct footings.
2. Substantial completion of footings and foundations prior to the commencement of backfilling
3. Substantial completion of soil gas barrier/reinforcing prior to basement floor or **slab on grade** pour.
4. Substantial completion of structural framing and ductwork and piping for heating and air conditioning for Residential Buildings
5. Substantial completion of insulation
6. Substantial completion of vapour/air barriers
7. Substantial completion of all required fire separations and closures and all fire protection systems required in multi-residential buildings
8. Rough-in of solid fuel fired appliances and chimneys (fireplaces, woodstoves, etc.)

### **Plumbing Inspector**

9. Substantial completion of the sewage system before the commencement of backfilling
10. Substantial completion of plumbing not located in a structure, prior to backfilling
11. Readiness and testing of:
  - a. building sewers and building drains
  - b. water service pipes
  - c. drainage systems and venting systems
  - d. the water distribution system, and
  - e. plumbing fixtures and plumbing appliances
  - f. heating systems – Hydronic and Geothermal

### **Building & Plumbing Inspectors**

12. Completion of construction and installation of components required to permit the issue of an **occupancy permit** under Div C Part 1, 1.3.3.1.(2) or to permit occupancy under Div C Part 1, sentence 1.3.3.2.(1), if the building or part of the building to be occupied is not fully completed.
13. Completion of Project – **Final Inspection** (if not fully completed at Stage 12)

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## **Inspection Contact Numbers**

**Contact Building and Plumbing Inspectors by phone Mon. to Fri. between 8:30am to 9:30am**

### **Building Inspectors**

Northward: 625-2570  
Southward: 625-3124

Email: [GGigliotti@thunderbay.ca](mailto:GGigliotti@thunderbay.ca)  
Email: [JDuce@thunderbay.ca](mailto:JDuce@thunderbay.ca)

### **Plumbing Inspectors**

Northward: 625-2736  
Southward: 625-2868

Email: [JMagierowicz@thunderbay.ca](mailto:JMagierowicz@thunderbay.ca)  
Email: [MMcFarlane@thunderbay.ca](mailto:MMcFarlane@thunderbay.ca)

**The set of drawings reviewed and stamped by the Building Services Division Office 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 other aspects of construction not mentioned above, as determined appropriate, provided the work is an integral part of the permit, as reviewed by the Building Services Division, at the time of permit issuance. Should you have any questions regarding these matters, please call the Building Services Division office at: 625-2574.

**NOTE: CHANGES HAVE BEEN MADE TO THE ONTARIO BUILDING CODE. THESE CHANGES WERE EFFECTIVE JANUARY 1, 2017**

**PLEASE REVIEW THE *CORRECTIONS, COMMENTS and ATTACHMENTS* ON THE ATTACHED REVIEWED PLANS BEFORE STARTING CONSTRUCTION.**

**IF YOU HAVE ANY QUESTIONS REGARDING YOUR REVIEWED PLANS, PLEASE CONTACT YOUR PLANS EXAMINER.**