

Mandatory Notices for Inspections

*(All Projects other than 1 & 2 Family Dwellings /
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 Inspector

1. Readiness to construct footings.
2. Substantial completion of footings and foundations prior to the commencement of backfilling
3. Substantial completion of structural framing and 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/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 (woodstoves, fireplaces, etc.) and associated chimneys.*

Plumbing Inspector

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:
 - a. building sewers and building drains
 - b. water service pipes
 - c. fire service mains
 - d. drainage systems and venting systems
 - e. Hydronic heating system
 - f. the water distribution system, and
 - g. 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/recirculation system of an outdoor pool described in Div 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 Inspectors

17. 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.
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 removed arrange for a building inspection.

Inspection Contact Numbers

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

Building inspectors

Northward: Call 625-2570
Southward: Call 625-3124

Email: GGigliotti@thunderbay.ca
Email: JDuce@thunderbay.ca

Plumbing Inspectors

Northward: Call 625-2736
Southward: Call 625-2868

Email: JMagierowicz@thunderbay.ca
Email: MMcFarlane@thunderbay.ca

Senior Building Inspector – Large Projects (Industrial, Commercial, Residential and Institutional):
Call: 625-2468 Email: PManzon@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**.