

BUILDING PERMIT HOLDER – When to call for inspections...

Inspections do not happen automatically – you need to request them.

The following list outlines the stages of construction when inspectors require notification to conduct an inspection. Your permit fee includes the cost of a single site inspection for the construction stages listed below. For reasons that include safety and/or health concerns, it is in your best interest to ensure that the appropriate inspections are performed. Please consider, failure to ensure the inspections have been successfully performed has, in past situations, caused difficulties with properties mortgages and/or transfers.

The set of drawings reviewed and stamped by the Building Division Office are to be kept on site during construction and made available to the inspector.

The “orange” card, provided as part of your permit package, is to be conspicuously posted.

For Residential Accessory Buildings the following inspection is required:

Building is structurally complete – Wall and roof framing is fully exposed, roof shingled, doors and windows in place, exterior finish applied.

(Note - If the interior of building is to be insulated and/or finished please call for inspection prior to starting finishing.)

For Residential Decks the following inspection is required:

Deck is structurally complete, including all handrails and guards/guard rails.

For Residential Demolition Permits the following inspection is required:

Building has been taken down, debris removed and site made safe

For Pool Fence Permits the following inspection is required:

Fence and gate(s) are constructed. Note: ***Pool cannot be filled with water until inspection is complete and final.***

For Solid Fuel Burning Appliance Permits the following inspections are required:

- Chimney chase inspection (framing/insulation/vapour barrier must be inspected before covering).
- Appliance and chimney rough-in inspection (components must be complete and visible)
- Final Inspection (i.e. – hearths, combustion air, enclosures).

Please allow up to 3 days, from the date of your request, for an on-site inspection.

Inspection Contact information

Contact Building Inspectors directly by phone Mon. to Fri. between 8:30am to 9:30am.
(Messages can also be left 24 hours a day when a project is accessible at all times and arrangements to access the building site are not necessary.)

NEVER ASSUME an inspection has been performed.

An inspector will issue an inspection report relating to the inspection being performed.

DO NOT COVER ANY WORK unless authorized by the appropriate inspector.

NORTHWARD: Call 625-2570 Email: GGigliotti@thunderbay.ca

SOUTHWARD: Call 625-3124 Email: JDuce@thunderbay.ca

Reminder: Failure to call for an inspection at the proper time will result in the missed inspection being recorded. This office has found missed inspections are not regarded favourably by either mortgage issuers or prospective purchasers.

If doing plumbing work, the plumbing inspector must be called at the appropriate time. Should you have any trouble with the above, please call the Building Division Office at the general number **625-2574**.