



Town of View Royal - Building Services
 45 View Royal Avenue, Victoria, BC. V9B 1A6
 Ph. 250.708.2256
buildingpermits@viewroyal.ca

INSPECTION LIST

P9 MINOR PROJECTS

Inspection Requests: must be made at least 48 hours in advance and must include: Permit number, address, inspection type, date requested, contact name and number.

Booking Contact: buildingpermits@viewroyal.ca or call Building Services at **250-708-2256**

***Approved plans must be on site, or no inspections will be conducted.**

REQUIRED INSPECTIONS:		
Inspection	Description	Required Documentation
Footings	After the forms for footings and foundations are complete, but prior to placing of any concrete therein.	Engineers field report
Foundation	After forms for the floor slab are complete and any reinforcing steel; heating duct work, pipe for plumbing, heating; vapour barrier and insulation are placed but prior to placement of concrete, this involves ground seal.	Engineers field report
Perimeter & Storm Drains	After removal of formwork from a concrete foundation and installation of perimeter & storm drain, clean outs and damp-proofing but prior to backfilling against the foundation.	
Slab Prep	To inspect vapour barrier, compaction, rebar (if required) and site condition (no organics present).	
Framing	After the roof, all framing, fire blocking and bracing is in place and all pipes, vents, chimneys, electrical wiring, roof space and crawlspace vents are completed.	A BCLS certificate of location. Engineers field report
Sheathing	To inspect nail patterns, spacing, confirm braced wall panels to engineers' specifications. *Engineers field report must be submitted prior to inspection.	Engineers field report
Stucco	Paper & Wire	
	Scratch Coat	
	2 nd Coat	
	Final Coat	
Insulation & Vapour Barrier	To inspect installation of insulation and vapour barrier, fire blocking and seals.	
Wood Burning Appliance	Appliance must remain unfired.	Installation booklet and WETT certification required to be onsite at time of inspection or submitted prior to inspection.
Fire Separation	To inspect after drywall is installed, screwed, mudded and tapped.	
Final Inspection	Health and safety aspects of the work when the building or structure is substantially complete.	All required documentation must be received prior to inspection.
Required Documentation:		Yes
Field Reports for: Footing, Foundation, Framing & Sheathing		
Schedule C-B's		
Truss/Beam specs (stamped, sealed & snow load of 2.1 + 0.3 = 2.4 kPa)		
BC Energy Compliance Reports (Energy Step and Zero Carbon Step 4)		
Sewer As Built Form (where required)		
Blown Insulation Form (where required)		
Technical Safety Permit Numbers (electrical & gas)		

British Columbia Land Survey (BCLS)(where required) that includes:			
• bearing and dimensions of the parcel taken from the registered legal plan. • legal description and civic address. • the location and dimensions of all statutory rights of way, easements, and setback requirements. • location and dimensions of all existing buildings or structures on the parcel. setbacks to the natural boundary of any lake, swamp, pond, or watercourse where the Town of View Royal's land use regulations establish siting and elevation requirements related to flood plains; and the existing and finished ground levels to an established datum at corners of the building or structure, the geodetic elevation of the underside of the floor system and the geodetic elevation of the ridge of the roof of a building or structure.			
Dye test conducted – contact Engineering to arrange test. engineering@viewroyal.ca			
Plumbing test certificate (where plumbing permits are connected)			
DCVA CRD Test Form (where backflow devices are installed)			
Occupancy Inspection	all outstanding deficiencies from final inspection resolved and project is complete to final finish.		
Security Deposit Release:	Contact the Engineering department at engineering@viewroyal.ca regarding your security release once your Final /Occupancy inspection has been approved.		