



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

PREPARING FOR FINAL INSPECTION Pt3 New & Minor Projects

REQUIRED DOCUMENTATION: The following documentation must be submitted for review **BEFORE** a final inspection will be booked.

Field Reviews / Reports - Required from each professional that provided Letters of Assurance or stamped documents.

Architectural	Structural	Geotechnical
Mechanical	Electrical	Plumbing
Fire Suppression	BC Energy Compliance (mid)	Landscaping

Schedule C-B's - Required for all professionals who supplied Schedules A or B.

Architect	Structural	Mechanical
Electrical	Plumbing	Fire Suppression
Geotechnical		

Installation / Spec Sheet Information (Where applicable)

Ventilation Checklist	Spray Foam Insulation	Blown in Insulation
Truss/Beam - Stamped, sealed	Specialty Systems (railing, solar panel etc)	

As Built Plans – denoting all changes from approved plans

Architectural	Structural	Mechanical
Electrical	Plumbing / Sewer	Fire Suppression
Site Service Installations	Civil	

Compliance Reports

BC Energy Compliance Reports	Fire Alarm Verification Reports
DCVA CRD Test Form (where backflow device installed)	Plumbing Test Reports / Certificate

BCLS Survey (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.

Supporting Documentation

Technical Safety Electrical Permit #	Floor/Strata Plan with unit numbers for all apartment & commercial units.
Technical Safety Gas Permit #	

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.

ALL DOCUMENTATION MUST BE SUBMITTED TO buildingpermits@viewroyal.ca AND:

1. MUST include the **permit number** for the submission.
2. Be in **pdf** format for documents and **jpg** format for pictures.

OCCUPANCY

- All outstanding deficiencies from final inspection are resolved.
- All Development and servicing requirements have been completed as per approved plans.
- Any required permit applications have been received by the Town.