



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 Pt 9 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	Fire Suppression	BC Energy Compliance (mid)

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

Architectural	Structural	Mechanical
Fire Suppression	*Glass Guardrails	Geotechnical

Installation / Spec Sheet Information

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

Compliance Reports

Supporting Documentation

BC Energy Compliance Reports	Technical Safety Electrical Permit #
DCVA CRD Test Form (backflow device install)	Technical Safety Gas Permit #
Plumbing Test Reports / Certificate	Fireplace / Woodstove / Insert Installation Manual

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.

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

1. MUST include the **permit number** for the submission.
2. Be provided in **pdf** format.

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.

OCCUPANCY

- All outstanding deficiencies from final inspection are resolved.
- All Development and Servicing requirements have been completed as per approved plans, permits and agreements with the Town.

REQUIRED FINISHING: The following is a general list to be completed (where applicable) before a final inspection will be booked.

EXTERIOR	Y	N	n/a
Civic address properly displayed			
Driveway grade and water diversion			
8" clearance to grade and sloped / 2" clearance if covered and sloped concrete on the ground			
Light at entrance way			
Entrance door has a viewer or side light			
Entrance landing (900 mm/3' minimum)			
Exterior finish caulked and sealed as per product (including all penetrations)			
Gutters / downspouts directed to rainwater leaders			
All flashings in place, complete with 1" end dams			
All hose bibs have non removable vacuum breakers			
All cleanouts are accessible			
All guards and handrails that are required are in place and meet or exceed code (*P.Eng required on glass railings without top and bottom rail)			
INTERIOR	Y	N	n/a
Security screws (2 - 3" per hinge and dead bolt)			
Tamper proof exterior hinges for French doors			
Finished flooring throughout			
Carbon monoxide detector (for fuel burning appliances and attached garages)			
Smoke alarms (tested, interconnected and proper locations)			
Principal fan on timer or running continuously (bath fans 50 cfm and kitchen 85 cfm minimum)			
Range clearance (18" above)			
Doors undercut 1/2"			
All guards and handrails that are required are in place and meet or exceed code (P.Eng required on glass railings without top and bottom rail)			
Bedroom egress windows (.35 m2 / 542 sq.in. with no dimension less than 380 mm /15")			
Garage man door to house (self-closing, solid core, weather stripped)			
Attic access (500mmx700mm / 20"x28") weather-stripped			
Attic insulation (depth of blown in:)			
All exhaust ducts insulated through attic space			
Crawlspace (insulated and vented if required)			
Floor drain			
Ductwork insulated where in unheated area			
Test plumbing fixtures and check for CSA approvals			
HWT (vacuum breaker, pan/drain, air gap, seismic strapping, expansion provisions)			
Accessible shutoffs for water services, HWT and water closets			
Water closets maximum 6 liters			
Water hammer arresters (dishwasher, clothes washer and ice maker)			
Dishwasher drain connected before trap and properly looped			
Safety glass in tub/shower areas as well as guard rails			
Interconnected ducts and vacuums in duplexes and suites			
Fire separations			
Proper gasket on the pot lights If no vapour barrier boot was used at the insulation stage			
Sprinkler tests			