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.