



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

INSPECTION LIST RETAINING STRUCTURE

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.	Engineer/Geotechnical 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.	Engineer/Geotechnical field report
Drainage	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.	
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 N/A
Field Reports for: Footing, Foundation, (where required)		
Schedule C-B's(where required)		
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.		
Security Deposit Release:	Contact the Engineering department at engineering@viewroyal.ca regarding your security release once your Final /Occupancy inspection has been approved.	