

## **BUILDING PERMIT HOLDER – When to call for inspections...**

### **Inspections do not happen automatically – you need to request them.**

The following list outlines the stages of construction when inspectors should be notified to conduct an inspection. Your permit fee includes the cost of a single site inspection for the construction stages listed below. It is in your best interest to ensure that proper inspections are performed for reasons that include safety and/or health concerns. It is also worthwhile to note that failure to ensure the appropriate inspections have been successfully performed has, in past situations, caused difficulties when properties are mortgaged or transferred.

*The set of drawings reviewed and stamped by the Building Division Office are to be kept on site during construction and made available to the inspector.*

*The orange ‘window’ card provided as part of your permit package is to be conspicuously posted.*

**For Commercial/Residential Solar Collectors the following inspection is required:**

### **Installation of Designated Structure is complete.**

Please allow up to 3 days, from the date of your request, for an on-site inspection.

---

### **Inspection Contact information**

*Contact Building Inspectors directly by phone Mon. to Fri. between 8:30am to 9:30am. (Messages can also be left 24 hours a day when a project is accessible at all times and arrangements to access the building site are not necessary.)*

**NEVER ASSUME** an inspection has been performed.

An inspector will issue an inspection report relating to the inspection being performed.

**DO NOT COVER ANY WORK** unless authorized by the appropriate inspector.

**Northward:** Call (807) 625-2570      Email: [Stephanie.Vezina@thunderbay.ca](mailto:Stephanie.Vezina@thunderbay.ca)

**Southward:** Call (807) 625-2468      Email: [John.Ostrowski@thunderbay.ca](mailto:John.Ostrowski@thunderbay.ca)

If doing plumbing work, the plumbing inspector must be called at the appropriate time. Should you have any trouble with the above, please call the Building Division Office at the general number **(807) 625-2574**.