

PERMIT NO.: _____
ADDRESS: _____
BUILDING SERVICES DIVISION APPLICANT: _____

Mandatory Notices for Inspections (1 & 2 Family Dwellings)

The person to whom a *building permit* is issued **shall notify** the appropriate inspector and request an inspection at the following stages of construction:

Building Inspector

1. Readiness to construct footings.
2. Substantial completion of soil gas barrier/reinforcing prior to basement floor or **slab on grade** pour.
3. Substantial completion of structural framing and ductwork and piping for heating and air conditioning for Residential Buildings
4. Substantial completion of insulation
5. Substantial completion of vapour/air barriers
6. Substantial completion of all required fire separations and closures and all fire protection systems required in multi-residential buildings
7. Rough-in of solid fuel fired appliances and chimneys (fireplaces, woodstoves, etc.)

Plumbing Inspector

8. Substantial completion of the sewage system before the commencement of backfilling
9. Substantial completion of plumbing not located in a structure, prior to backfilling
10. Readiness and testing of:
 - a. building sewers and building drains
 - b. water service pipes
 - c. drainage systems and venting systems
 - d. the water distribution system, and
 - e. plumbing fixtures and plumbing appliances
 - f. heating systems – Hydronic and Geothermal

Building & Plumbing Inspectors

11. Completion of construction and installation of components required to permit the issue of an **occupancy permit** under Sentence 1.3.3.1.(3), if the building or part of the building to be occupied is not fully completed or to permit occupancy under Sentence 1.3.3.2.(1), if the building or part of the building to be occupied is not fully completed.
 12. Completion of Project – **Final Inspection** (if not fully completed at Stage 11)
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Inspection Contact Numbers

Contact Building and Plumbing Inspectors by phone Mon. to Fri. between 8:30am to 9:30am

Building Inspectors

Northward: (807) 625-2574
Southward: (807) 625-2574

Email: Stephanie.Vezina@thunderbay.ca
Email: John.Ostrowski@thunderbay.ca

Plumbing Inspectors

Northward: (807) 625-2574
Southward: (807) 625-2574

Email: John.Magierowicz@thunderbay.ca
Email: Dave.Flank@thunderbay.ca

The set of drawings reviewed and stamped by the Building Services Division Office are to be kept on site during construction and the orange card conspicuously posted.

The permit fee includes, in general, the cost of a single site inspection for the construction stages listed above. Additional inspections may be subject to additional fees. Inspections may be performed on active permits, at no additional fee, on other aspects of construction not mentioned above, as determined appropriate, provided the work is an integral part of the permit, as reviewed by the Building Services Division, at the time of permit issuance. Should you have any questions regarding these matters, please call the Building Services Division office at: (807) 625-2574.

PLEASE REVIEW THE *CORRECTIONS, COMMENTS and ATTACHMENTS* ON THE ATTACHED REVIEWED PLANS BEFORE STARTING CONSTRUCTION.

IF YOU HAVE ANY QUESTIONS REGARDING YOUR REVIEWED PLANS, PLEASE CONTACT YOUR PLANS EXAMINER.