



CITY OF COURTENAY  
Building Division  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7  
Tel: 250-703-4862 Email: [building@courtenay.ca](mailto:building@courtenay.ca)

# Required Inspections for Standard Buildings

The owner or his agent must request the inspections listed below. Inspections must be booked at least one working day before the inspection by emailing [inspections@courtenay.ca](mailto:inspections@courtenay.ca) , indicate type of inspection and address.

Work must not proceed beyond the stages indicated below without explicit approval from the City of Courtenay's Inspectors.

## REQUIRED INSPECTIONS

FOOTING FORMS	After forms are prepared for concrete but before concrete is poured.
DRAINTILE AND DAMP PROOFING	After framework is removed and drainage and damp proofing are installed but before backfilling.
SERVICES	When water, sewer and storm piping are connected at street but prior to covering. Services must be under test.
UNDERSLAB INSULATION AND POLY	Following the services inspection.
PLUMBING	UNDER-SLAB: When under-slab complete; prior to concealing any portion of the plumbing.
	ROUGH-IN: When rough-in is completed. D.W.V and domestic water piping are to be under test at the time of inspection.
FRAMING	All framework and sheathing complete, but before insulation/exterior finish. <b>Site survey and applicable Engineer's field reports</b> must be submitted to the Building Division prior to inspection.
INSULATION AND AIR VAPOUR BARRIER	When complete but prior to covering.
FINAL	On completion of the project but before occupying the premises. <b>Provide Engineering Schedule C-Bs</b> at inspection.

ADDITIONAL INSPECTIONS: A RE-INSPECTION FEE OF \$100.00 WILL BE CHARGED IN INSTANCES WHERE MORE THAN TWO INSPECTIONS ARE REQUIRED DUE TO NON-COMPLIANT WORK OR WORK THAT WAS NOT COMPLETED BY INSPECTION TIME.