

Building Permit Inspections Checklist

By Acadia Drafting

Your Permit Drafting Experts

When to Call for Inspection of Small Buildings

(For all Buildings Included in Part 9 of the Ontario Building Code)

1. Building Inspections

- ☐ **Footings:** At completion of formwork, before pouring concrete
- ☐ **Foundations*:** At completion
- ☐ **Structural framing*:** At completion, including rough-in of plumbing and HVAC
- ☐ **Fire separations:** At completion of wall, floor and shaft separations and fire stopping, before installing interior finishes
- ☐ **Insulation and vapour barrier:** At completion of insulation & vapour barrier, and before installing interior services
- ☐ **Fireplaces, gas appliances, and chimneys:** At the commencement of installation
- ☐ **Occupancy:** Consult your inspector
- ☐ **Life safety systems:** At completion of standpipe, sprinkler, fire alarm and emergency lighting systems
- ☐ **Final interior inspection:** At completion of interior construction
- ☐ **Final exterior inspection:** At completion of exterior construction

**Construction may be done in phases. Such projects may require additional inspections.*

2. Plumbing Inspections

- ☐ **Outside storm & sanitary sewers:** At completion, before backfilling and ready for testing
- ☐ **Water service:** At completion, before backfilling and ready for testing
- ☐ **Inside storm & sanitary sewers:** At completion, could be partial, ready for testing
- ☐ **Rough-in, water supply, drains, waste & vents:** At completion and ready for testing
- ☐ **Occupancy:** At completion of installation of all required fixtures
- ☐ **Final inspection:** At the completion of the installation of fixtures

3. HVAC Inspections

- ☐ **Rough-in HVAC**/air extraction:** At completion of rough-in, before installation of insulation
- ☐ **Rough-in kitchen exhaust system (non-residential):** At completion of rough-in before operation of the system
- ☐ **Occupancy:** Mechanical systems ready for testing
- ☐ **Final inspection:** Completion of all mechanical systems

***Heating, Ventilation and Air Conditioning*

4. Closing Permits

- ☐ **Final Inspections:** At the project completion, required to close the permit.

When to Call for Inspection of Large Buildings

(For all Buildings Included in Part 3 of the Ontario Building Code)

1. Building Inspections

- ☐ **Footings:** At completion of formwork, before pouring concrete
- ☐ **Foundations:** At completion
- ☐ **Structural framing:** At the completion of structural framing for each storey
- ☐ **Fire separations and closures:** At completion of framing for wall, floor and shaft fire separations, including closures, continuity, and fire stopping and before applying the interior finishes, spray fireproofing and lay-in tiles to ceilings
- ☐ **Insulation and vapour/air barrier:** At completion of insulation & vapour/air barrier and before installation of interior services
- ☐ **Fireplaces, gas appliances, and chimneys:** At the commencement of installation
- ☐ **Life safety systems:** At completion of rough-in of the safety systems - referral to Toronto Fire Prevention
- ☐ **Occupancy:** Consult your inspector
- ☐ **Final interior inspection:** At completion of interior construction, life safety systems and all fire separations and enclosures
- ☐ **Final exterior inspection:** At completion of grading, exterior finishes, fire routes, parking, hydrants and site amenities

2. Plumbing Inspections

- ☐ **Site Meeting ***: At the start of construction, special systems such as pools, window washing, etc., should be discussed
- ☐ **Outside storm & sanitary sewers**: At completion, before backfilling and ready for testing
- ☐ **Water service**: At completion, before backfilling and ready for testing
- ☐ **Inside storm & sanitary sewers**: At completion, could be partial, ready for testing
- ☐ **Rough-in, water supply, drains, waste & vents**: At completion and ready for testing
- ☐ **Occupancy**: At completion of installation of all required fixtures
- ☐ **Final inspection**: At completion of installation of remaining fixtures
- ☐ **Final exterior inspection**: At completion of grading, exterior finishes, fire routes, parking, hydrants and site amenities

**Construction may be done in phases. Such projects may require additional inspections.*

3. HVAC Inspections

- ☐ **Site Meeting ***: At the start of construction, special systems such as pools, window washing, etc., should be discussed
- ☐ **Rough-in HVAC/**air extraction**: At completion of rough-in, before installation of insulation, fire dampers & equipment
- ☐ **Rough-in kitchen exhaust system**: At completion of rough-in before concealment
- ☐ **Occupancy**: Mechanical systems ready for testing
- ☐ **Final inspection**: Completion of all equipment and/or mechanical systems
- ☐ **Final exterior inspection**: At completion of grading, exterior finishes, fire routes, parking, hydrants and site amenities

**Construction may be done in phases. Such projects may require additional inspections.*

***Heating, Ventilation and Air Conditioning*

4. Closing Permits

- ☐ **Final Inspections**: At the project completion, required to close the permit.