



Required Inspections

Dedicated Inspection Line: 705-224-8000 (Open 24-7)

Inspection requests must be made by 3:30 pm the day prior to the inspection (unless requested for a later date). Please **do not** call inspectors directly to arrange an inspection.

1. **Footings:** When all forms are in place, before concrete is poured. Column footing forms must be in place as well. If a drainage layer is employed, the inspection must be before the stone layer is placed. If the footings are on fill, engineering reports must be submitted prior to inspection.
2. **Backfill:** When drainage is complete and any damp-proofing or waterproofing is complete. Any required lateral support must be in place. If the location of the drainage disposal is changed from the permit drawings, revised drawing must be provided at time of inspection.
3. **Plumbing Rough In:** All below slab plumbing when the required tests are on and prior to covering any pipe. Any changes to the permit drawings require prior approval from the building department.
4. **Water and Sewer Services:** When the services are installed and under test. If the location of the services has changed from that proposed on the permit drawings, revised drawings must be provided to the inspector at time of inspection.
5. **Framing:** When all framing is complete and the building is ready to be insulated. Roof must be shingled and windows installed. If an exterior air barrier is to be employed, it should be installed and complete. It is preferred that the plumbing rough in is complete as well. Any changes to the permit drawings require prior approval from the building Department. If unstamped truss drawings were submitted with the application, drawings sealed by a P. Eng must be on site for the inspection.
6. **Air Barrier:** See framing or insulation inspection.
7. **Plumbing Rough In:** A separate inspection required if plumbing was not complete at time of framing inspection. All piping to be complete and under test. All plumbing must be permanently connected for the test, with appropriate test plugs employed.
8. **Insulation/Mechanical Rough In:** When the ductwork for heating and ventilation is complete. Insulation and vapour barrier must be complete. If the air barrier was not complete at time of framing inspection, it must be complete and not covered for inspection (such as header wrap). Attic insulation may be omitted to allow for ceiling drywall to be installed after the inspection.
9. **Fire Protection:** When fire separations and closures are complete. All fire protection systems such as fire alarm, sprinklers, stand pipe and emergency lighting are complete.
10. **Fire Access Routes:** When the private roadway and/or yard has been constructed and signed (if required)

11. **Solid Fuel Fired Appliances:** When the rough-in of chimneys and appliances using solid fuel are substantially complete.
12. **Plumbing Final:** When all fixtures are installed and operational including hot water supply and proof of potable water, if the supply is not from the Municipal system.
13. **HVAC Final:** Certification from the installer must be provided indicating that the HVAC installation is complete in accordance with the permit documents, PRIOR to requesting the inspection.
14. **Occupancy Permit:** Required if the building is to be occupied prior to it being complete. All components and systems specified in Division C, Part 1, Article 1.3.3.4 of the OBC are complete and operational (house).
15. **Final:** When all construction or demolition, authorized by the permit, has been completed.

If this building is a Cottage and **not** intended to be occupied on a continual basis during the winter months, please initial: _____

Please note that there may be additional fees applicable:

- **\$200** for a special inspection fee if you cannot identify what components act as the air barrier in the walls and roof.
- **\$100** if an inspection has been requested, but the work is not substantially complete when the inspector arrives on site.
- **\$100** if revisions are made to the permit drawings.
- **\$210** File management fee if a project is not completed within 18 Months (may be extended by agreement).

These additional fees are required to be paid before construction can continue.

The personal information contained on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act. The information is collected to administer By-law 2015-99 (Development Charges) and By-law 2016-97 (Delegated Authority to Enter into Deferral Agreements for Development Charges), and may be provided to the Finance Department for the purposes of property tax administration and collection. Questions about this collection can be directed to the Clerk's Department, Town Hall, 37 Main Street East, Huntsville, ON, P1H 1A1, 705-789-1751.

Applicant (please print): _____

Permit Number: _____

Signature: _____

Date: _____