



UNIVERSITY ENDOWMENT LANDS

Permit Inspections

POLICY

Purpose: To specify requirements for booking, cancelling and rescheduling permit inspections.

Background: Permit inspections are requested by applicants at various stages of construction. In order for inspections to occur, specific criteria needs to be met or the inspection will be cancelled or rescheduled.

Application: Applies to the scheduling of all building and development permit inspections in the UEL.

Booking Inspections:

- A minimum of 72 hours notice is required to book an inspection, unless otherwise advised by UEL staff.
- Inspections must be booked by calling the UEL Administration Office at 604-660-1808; applicants should have an email address to facilitate booking.
- Inspections will not be booked until outstanding items from previous inspections are addressed, except by prior consent of the assigned UEL Building Inspector.
- Inspections must be attended by appropriate personnel who can speak to the work being inspected (e.g. plumber at plumbing inspection).
- Approved plans must be on site and made available to UEL staff at the start of the scheduled inspection or it will be cancelled. For Final Inspections, this includes:
 - Approved Landscape Plans, Stormwater Management Plans, Fire Sprinkler Plans
 - All final required documents, including: schedule C-A, C-Bs, gas & electrical final documents, TECA ventilation certificate, heating installer's certificate, fire suppression test verification, as-built Site Drainage Plan, certification for structural glass, certification for the structural design of guards, roof deck membrane specifications, plumbing fixture specifications and elevating device certification and specifications etc.

Cancelling Inspections:

- Applicants must provide a minimum of 24 hours notice when cancelling a scheduled inspection.
- A scheduled or in-progress inspection will be cancelled by UEL staff if:
 - There are outstanding fees
 - Applicant or required personnel no-show or lateness (more than 15 minutes)
 - Plans are not on site and available for review at the start of the scheduled inspection
 - There are unsafe conditions

Rescheduling Inspections: Should an inspection need to be rescheduled due to any of the following reasons outlined above, re-inspection will not be rescheduled any earlier than 72 hours from the original scheduled inspection (unless otherwise advised by UEL staff – e.g. in case of emergency or life safety issues).

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