



# **YOU HAVE A PERMIT..... THESE ARE YOUR RESPONSIBILITIES**





## Notice to Property Owners and Permit Holders

Please be advised that it is the responsibility of the property owner to ensure that all inspections have been completed and passed as regulated by the Ontario Building Code. These inspections are listed clearly on your Mandatory Inspections List/Permit. No less than 48 hours notice will be required for inspections and must comply with applicable days for your region as noted on your Mandatory Inspections List/Permit.

A copy of the “**Report of Inspection**” for each inspection is left on site by the inspector. A copy of the report is also available upon request.

If you have assigned an agent and/or contractor to act on your behalf with respect to your permit, please ensure that all inspections have been completed. **A final inspection and occupancy permit must be issued in order to close the building file.** Personal use of the building or structure is **not** permitted under the Ontario Building Code until a final inspection and occupancy permit has been issued.

### Make sure you are covered:

- **TARION**, formerly known as the Ontario New Home Warranty Program, was created by the Government of Ontario in 1976 to administer the Ontario New Home Warranties Plan Act. Its primary purpose is to protect consumers of new homes by ensuring that builders abide the provincial legislation. Visit [www.tarion.com](http://www.tarion.com) for more info (*Section F of the permit application asks about Tarion Home Warranty Program*)
- Check with your **home insurance company** to ensure you have the correct coverage during construction.
- Be sure your contractor is insured and has **WSIB** coverage.
- Constructors (including property owners) are also responsible to the Ministry of Labour to post a Notice of Project on any construction project with a value greater than 50,000.00. For more info visit [www.labour.gov.on.ca](http://www.labour.gov.on.ca)

Do not hesitate to contact the building department if you have any questions regarding the above.

Highlands East Building Department 1032 Gooderham Street  
Box 22 Gooderham, ON KOM 1R0  
Phone: 705-447-0051 Fax: 705-447-0053

Laurie Devolin – Chief Building Official – [ldevolin@highlandseast.ca](mailto:ldevolin@highlandseast.ca)

Andrew Jack – Deputy Chief Building Official – [ajack@highlandseast.ca](mailto:ajack@highlandseast.ca)

Tracy Evans – Administrative Assistant – [tevans@highlandseast.ca](mailto:tevans@highlandseast.ca)

Arlene Quinn – Septic Inspector – [aquinn@highlandseast.ca](mailto:aquinn@highlandseast.ca)



## Notice Regarding Documents

### 2012 Building Code

#### 1.3.2. Site Documents

##### 1.3.2.1 Permit Posting

- (1) Where a permit has been issued pursuant to the Act, the person to whom it is issued shall have the permit or a copy of it posted at all times during construction or demolition in a conspicuous place on the property in respect of which the permit was issued.

##### 1.3.2.2. Documentation on Site

- (1) **The person in charge of the construction of the building shall keep and maintain on the site of the construction:**
  - (a) At least one copy of the drawings and specifications authorized/certified by the chief building official or a person designated by the chief building official together with any changes that have been authorized/certified by the chief building official or a person designated by the chief building official
  - (b) Copies of authorizations of the Building Materials Evaluation Commission on the basis of which the permit was issued, and
  - (c) Copies of rulings of the *Minister*, made under clause 29 (1) (a) or (c) of the Act, on the basis of which the permit was issued.



## Notice Regarding Occupancy

### Building Code Act, S.O. 1992, c.23

**11. (1) Occupancy or Use after Completion.** Except as authorized by the building code, a person shall not occupy or use a building or part of a building that is newly erected or installed or permit it to be occupied or used until the requirements set out in this section are met. 2002, c.9, s.18

**(2) Notice of Date of Completion.** Notice of the date of completion of the building or part must be given to the chief building official or registered code agency, if any. 2002, c.9, s.18

### 2012 Building Code

#### **1.3.3. Occupancy of Unfinished Building**

##### **1.3.3.1. Occupancy Permit**

(1) Except as permitted in Sentence 1.3.3.2.(1), a person may occupy or permit to be occupied any *building* or part of it that has not been fully completed at the date of occupation where the *chief building official* or a person designated by the *chief building official* has issued a permit authorizing occupation of the *building* or part of it prior to its completion in accordance with sentence (2).

##### **1.3.3.3. Notification**

(1) Where a person has occupied or permitted the occupancy of a *building* under this Subsection, such person shall notify the *chief building official* forthwith upon completion of the *building*.

#### **NOTE:**

**It is a violation of the Ontario Building Code and Building Code Act to occupy or use a building prior to an occupancy permit being issued by the Chief Building Official or person designated by the Chief Building Official.**



## **PREPARING FOR INSPECTION**

Approved drawings must be on site at all times. Things to look for to prepare for inspection.

### **Footings**

NOTE: Footing areas to be inspected prior to placement of concrete. It is recommended that delivery of concrete not be scheduled until appropriate inspections have been passed.

- Formwork in place as per approved drawings
- Size and depth of footings as per approved drawings
- Bearing areas level and firm
- Footing areas free from water and protected from freezing
- OLS report submitted to Building Department prior to inspection where footings are within 3 feet of required setback to property line or where survey markers are not visible
- All required reinforcement in place
- Sleeves for services are in place and allow for full depth concrete
- Step footings are in place and cut back as required by soil type

### **Foundations**

NOTE: Foundations to be inspected prior to backfilling.

- Walls and piers centrally located on footings
- Parging installed and covered at base where the block foundations are used
- Damp proofing and drainage layer or waterproofing in place
- Weeper with sock and required stone cover in place
- Walls braced prior to backfilling
- Maximum backfill heights are not exceeded
- Sump pit in place and connected to weeper
- Basement rough-in may be inspected if installed

### **Framing**

NOTE: Framing to be inspected prior to insulating walls, ceilings, and floors.

- All framing in place as per approved drawings
- Sealed and signed truss drawings to be submitted to Building Department prior to booking inspection
- All engineered elements installed as per design
- Windows and doors installed protecting all areas to be insulated
- Roof finish and ventilation complete
- Drilling and notching: All electrical, HVAC and plumbing rough-ins are installed
- All point loads and bearings taken to foundation

## Insulation

NOTE: Insulation to be inspected prior to covering walls, ceilings and floors

- Insulation is installed in all conditioned areas as per approved drawings
- Insulation trimmed to fit – avoid overfilling wall cavities
- Openings/spaces around window and door frames to be insulated and sealed
- Polyethylene vapour barrier (6mil) over all insulation and sealed where joined between framing members
- CCMC, BMEC and CUFGA certificate affixed to panel for spray foam applications
- If ceiling to be blown in, vapour barrier will be installed prior to inspection, however the blown in insulation may be installed after the ceiling board has been installed – provide blow in certificate

## Plumbing Rough-In

NOTE: Plumbing rough-in to be inspected prior to covering walls, ceilings and floors

- All DWV lines and supply lines are in place
- Plumbing to be under test – water or air

## HVAC Rough-In

NOTE: HVAC rough-in to be inspected prior to covering walls, ceilings and floors.

- All ductwork installed as per approved drawings
- Unused floor joist and stud wall cavities to be blocked/sealed

## Occupancy

**NOTE: Occupancy Inspection to be conducted prior to using or occupying building.**

- Guards, stairs and handrails in place – ensure uniform rise and run to finished surfaces on stairs
- Building envelope sealed and all unfinished walls have sheathing membrane installed
- All doors leading from the dwelling have deadbolts installed
- Kitchen, laundry room, bathrooms and similar rooms shall have water resistant flooring installed
- Heating system, where required, installed as per heating/cooling/ventilation summary
- Smoke alarms and carbon monoxide detectors installed, hardwired and interconnected
- Doors leading to the exterior to have landings, stairs, guards, etc., where applicable or the door to be secured to prevent opening more than 4"

## Final

NOTE: Final inspection to be conducted after completion of construction

- All work complete

For each stage of inspection, the property owner and or their authorized agent or contractor shall notify the Building Department no less than 48 hours prior to readiness for inspection. Your permit number will be required for booking the inspection. All inspections must be booked through the Building Department Assistant by calling 705-447-0051. Inspection days are as follows:

- **Monmouth** area - Monday & Wednesday
- **Cardiff & Bicroft** area - Tuesday and Thursday
- **Glamorgan** area - Wednesday and Friday



## Notice Regarding Site Safety for Inspections

In accordance with OHSA provisions, an inspector may refuse to conduct any requested inspection if provisions for safe access are not provided. **It is the permit holder's responsibility to ensure that all contractors working on the site are aware of the following safety provisions to allow for inspections of the work by the building department:**

### Excavations (re: Footing inspection)

Suitable access to the bottom of the excavation shall be provided, such as:

- Walkable grade/bank
- Construction stairs
- Ladders are not acceptable under any circumstances.
- Steel footing dowels must have impalement protection installed, as a minimum, at all points of access to the footing area and where there is a risk of falling onto the dowels.

The banks of all excavations shall be in compliance OHSA Part III regulations and shall present no risk of cave-in or falling material.

### Foundations

ICF pre-pour inspection:

- Proper scaffolding shall be provided that is secure and stable.
- Guards shall be in place on all scaffolding.
- Stairs or a properly installed and secured ladder in good condition shall be provided at all points of access to scaffolding. Step ladders are not acceptable unless it can be placed on a level, stable surface, is secured in place, and is tall enough that the inspector does not need to be higher than her/his waist above the top of the ladder to gain access to the scaffold.

### Framing

- Proper construction stairs or ramp shall be provided for access to the building and to all levels.
- All floor openings shall have properly installed guards, or be covered with a walkable covering that is structurally capable of supporting any person. Where covered, any opening shall be identified as a floor opening.
- All floor edges that require access shall have properly installed guards.
- Where stairs are not practical (i.e. attic access) a properly installed and secured ladder in good condition is to be provided. If a step ladder is to be used, it must be secure and tall enough so that the inspector does not need to stand higher than her/his waist above the top of the ladder.

**NOTE:** If an inspection is refused due to an unsafe condition, the inspection must be rebooked once the safety issues have been corrected. A re-inspection fee may apply.