



Permits and Inspections Division  
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# REQUIRED INSPECTIONS

## Building, Plumbing & Electrical

**BUILDING INSPECTIONS - THE OWNER OR HIS OR HER REPRESENTATIVE SHALL GIVE AT LEAST 24 HOURS' NOTICE TO THE CITY WHEN REQUESTING AN INSPECTION AND SHALL OBTAIN AN INSPECTION AND RECEIVE A BUILDING OFFICIAL'S ACCEPTANCE OF THE FOLLOWING ASPECTS OF THE WORK PRIOR TO CONCEALING IT:**

|                                      |   |
|--------------------------------------|---|
| <b>Foundation</b>                    | <ul style="list-style-type: none"> <li>• Prior to concealing installation of perimeter drain tiles and dampproofing, prior to backfilling.</li> <li>• Where required by special condition of the issue permit, BC Land Surveyor Certificate(s) are to be submitted as instructed by special condition.</li> </ul>   |
| <b>Floor Slab</b>                    | <ul style="list-style-type: none"> <li>• The preparation of ground, including ground cover, when required, prior to the placing of a concrete slab.</li> </ul>  |
| <b>Rough-In's</b>                    | <ul style="list-style-type: none"> <li>• Rough-in of factory built chimneys and fireplaces and solid fuel burning appliances.</li> </ul>  |
| <b>Framing</b>                       | <ul style="list-style-type: none"> <li>• Prior to concealing the framing and sheathing.</li> <li>• All framing should be complete with plumbing rough-in, electrical rough-in and other mechanical rough-ins requiring notching and drilling complete, as well as firestopping complete.</li> <li>• Where required by special condition of the issue permit, BC Land Surveyor Certificate(s) are to be submitted as instructed by special condition.</li> </ul> |
| <b>Insulation and Vapour Barrier</b> | <ul style="list-style-type: none"> <li>• Prior to concealing the insulation and vapour barrier.</li> <li>• Where required, a Mid-Construction Verification Report must be submitted (2) two business days prior to inspection.</li> </ul>   |
| <b>Final</b>                         | <ul style="list-style-type: none"> <li>• When the building or structure is substantially complete and ready for occupancy, but before occupancy takes place of the whole or part of the building or structure.</li> <li>• Where required, an As-built BC Energy Compliance Report must be submitted (2) two business days prior to inspection.</li> </ul>   |

**PLUMBING INSPECTIONS - THE OWNER OR HIS OR HER REPRESENTATIVE SHALL GIVE AT LEAST 24 HOURS' NOTICE TO THE CITY WHEN REQUESTING AN INSPECTION AND SHALL OBTAIN AN INSPECTION AND RECEIVE A BUILDING OFFICIAL'S ACCEPTANCE OF THE FOLLOWING ASPECTS OF THE WORK PRIOR TO CONCEALING IT:**

|                                |   |
|--------------------------------|---|
| <b>Rough-In</b>                | <ul style="list-style-type: none"> <li>• Prior to concealing installation of potable water service, sanitary service, storm service.</li> <li>• Prior to concealing any underground plumbing that is installed and tested.</li> <li>• Plumbing system roughed-in and tested.</li> </ul> |
| <b>Fire Sprinkler Rough in</b> | <ul style="list-style-type: none"> <li>• Prior to concealing sprinkler piping.</li> </ul>   |
| <b>Cap Off</b>                 | <ul style="list-style-type: none"> <li>• Prior to concealing service cap off(s).</li> </ul>   |
| <b>Plumbing Final</b>          | <ul style="list-style-type: none"> <li>• Plumbing system is installed and tested; bathtubs, showers, site constructed shower pans and plumbing fixtures installed and tested; fixtures installed.</li> </ul>  |
| <b>Fire Sprinkler Final</b>    | <ul style="list-style-type: none"> <li>• Sprinkler system installed and tested.</li> </ul>  |



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**ELECTRICAL INSPECTIONS - THE FIELD SAFETY REPRESENTATIVE, OR HOMEOWNER SHALL GIVE AT LEAST 24 HOURS NOTICE TO THE CITY WHEN REQUESTING AN INSPECTION AND RECEIVE A NOTICE OF AN OFFICIAL'S CERTIFICATE OF INSPECTION FOR THE FOLLOWING ASPECTS OF THE WORK PRIOR TO PROCEEDING OR OCCUPANYING:**

|                           |  |
|---------------------------|--|
| <b>Underground</b>        | <ul style="list-style-type: none"><li>• Cable or raceway.</li><li>• Grounding if not part of a service connection.</li></ul>   |
| <b>Service Connection</b> | <ul style="list-style-type: none"><li>• Prior to any utility connection (BC Hydro)</li><li>• New service and service upgrades.</li><li>• Damaged services and meter pulls.</li></ul> |
| <b>Rough Wire</b>         | <ul style="list-style-type: none"><li>• Pre-drywall.</li><li>• Pre-concealment of any electrical installation.</li></ul>   |
| <b>Safety Survey</b>      | <ul style="list-style-type: none"><li>• Field Safety Representative acknowledges that all electrical hazards, if any are made safe.</li></ul>  |
| <b>Work in Progress</b>   | <ul style="list-style-type: none"><li>• No inspection within 180 days of the last inspection.</li><li>• Permit extension.</li></ul>  |
| <b>Occupancy</b>          | <ul style="list-style-type: none"><li>• All life safety systems are complete.</li><li>• All wiring is safe and compliant.</li><li>• Safe to occupy.</li></ul>                        |
| <b>Final</b>              | <ul style="list-style-type: none"><li>• All electrical work is 100% complete.</li></ul>  |