



City of Yorkton

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| POLICY TITLE PLAN REVIEW AND BUILDING INSPECTION PROGRAM | | ADOPTED BY City Council | POLICY NO. 10.260 |
| ORIGIN/AUTHORITY Commercial Industrial Class 3 Building Official | JURISDICTION Building Services Division | EFFECTIVE DATE February 8, 2016 | PAGE # 1 of 14 |

1. **PURPOSE:**

The purpose of this policy is to:

- a) Define the City’s role with respect to the administration and enforcement of *The Uniform Building and Accessibility Standards Act*;
- b) Adopt the list of building code items that will be reviewed and inspected for each of the building types covered by this policy under the City’s Building Permit Inspection and Plan Review Programs;
- c) Establish mandatory inspection stages for building types covered by this policy; and
- d) Outline the powers of inspectors to confirm compliance with the National Building Code herein referred to as the “Code”, where work to be inspected at a mandatory inspection stage or follow-up inspection has been covered up.

2. **APPLICATION:**

This policy applies to:

- a) new one and two unit dwellings;
- b) new one and two unit dwellings with secondary suites;
- c) new secondary suites in existing one and two unit dwellings;
- d) new multi-family dwellings;
- e) new or used mobile or manufactured dwellings;
- f) new Part 9 buildings not covered in (a) to (e);
- g) new Part 3 buildings;
- h) change of occupancy of Part 9 buildings;
- i) change of occupancy of Part 3 buildings;
- j) new decks, garages and other accessory buildings serving the above-noted occupancies; and
- k) additions and alterations to, and relocation or demolition of existing buildings or structures indicated in Section 2 a) to j) above.

3. **POLICY:**

3.1 **General**

The City will administer and enforce *The Uniform Building and Accessibility Standards Act* by:

- a) Reviewing the building plans for Code items listed in this policy for each respective building type;
- b) Inspecting a representative sample of each of the Code items listed in this policy for each respective building type;
- c) Enforcing compliance with the Code respecting items listed in this policy for each respective building type; and
- d) Inspecting each respective building type at the stages of construction provided in this policy.

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3.2 Background

- a) *The Uniform Building and Accessibility Standards Act* provides that every owner of a building in Saskatchewan shall ensure that the building is designed, constructed, erected, placed, altered, repaired, renovated, demolished, relocated, removed, used or occupied in accordance with the standards of that Act. Nothing in this policy will limit the obligation of a building owner to meet these standards.
- b) The Building Permit Inspection and Plan Review Program is not intended to inspect for compliance with all aspects of *The Uniform Building and Accessibility Standards Act*, but rather is designed to provide for inspection of only those Code items listed in this policy.
- c) In determining the Code items that the City will review and inspect and the scope of building inspections, City Council has balanced the City's financial and human resources with its obligation to provide an adequate level of assurance to the public that buildings in the City will meet the following objectives: structural sufficiency, health safety, life safety, fire safety and barrier free access.

3.3 Mandatory Inspection Stages

- a) General
Mandatory inspections stages are identified as the following:

Residential

1. Footing and or foundation;
2. Pre-Backfill;
3. Framing;
4. Vapor Barrier; and
5. Ready for Occupancy, Before Use, or Final.

Part 9 buildings described in 2(g)

1. Foundation
2. Framing;
3. Vapor Barrier;
4. Fire Stopping
5. Ready for Occupancy, Before Use, or Final.

Part 9 Tenant or Change of Occupancy

1. Interior Framing
2. Fire Separations and Fire Stopping
3. Ready for Occupancy, Before Use, or Final

Part 3 buildings described in 2.(h)

As well as mandatory inspections by the Engineer / Architect of record

1. Foundation
2. Framing
3. Vapour Barrier;
4. Fire Separations and Fire Stopping
5. Ready for Occupancy, Before Use, or Final.

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Part 3 Tenant or Change of Occupancy

1. Interior Framing
2. Fire Separations and Fire Stopping
3. Ready for Occupancy, Before Use, or Final

b) Applicable Mandatory Inspection Stages

Due to the nature of individual projects, some mandatory inspection stages may not be applicable to every building or project.

- i) Mandatory inspection stages applicable to each specific project will be identified at the Plan Review Stage; and
- ii) The building or project will be inspected at each mandatory inspection stage as identified at the Plan Review Stage.

3.4 Building Plan Review

Building plans will be reviewed for the Code items outlined in Appendix “A”.

3.5 Building Inspections

- a) Buildings and projects will be inspected for the Code items outlined in Appendix “B”.
- b) Where, at the time of a mandatory inspection stage or a follow-up inspection, work required to be inspected has been covered, the owner may be ordered to:
 - i) uncover any or all of the work to permit a visual inspection;
 - ii) provide acceptable evidence to provide assurance that the construction meets the requirements of the Code, including but not limited to letters from the builder or engineer associated with the project, CSA labels, and testing reports.
- c) Buildings and projects may be inspected for the building code items outlined in Appendix “C” where, during the course of a mandatory or follow-up inspection, the inspector has concerns with on site conditions or it is apparent that construction pertaining to one of these items is, or may be, in contravention of the Code.

4. **RESPONSIBILITY:**

4.1 Building Services Division

- a) Review the building plans for the Code items listed in this policy for each respective building type or project;
- b) Inspect the Code items listed in this policy for each respective building type or project;
- c) Inspect each respective building type or project at the construction stages outlined in this policy; and
- d) Administer the Plan Review and Building Permit Inspection Program.

4.2 City Council

- a) Consider and, where appropriate, approve amendments to this policy.

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APPENDIX A

CODE ITEMS CHECKED AT PLAN REVIEW STAGE

| ITEM | PLAN REVIEW |
|---|---|
| Design Criteria | Snow Loads for Using Tables in Code Professional Structural Alternative Decay Protection for Structural Wood Elements |
| Services | Provision of Water Supply, Plumbing Fixtures, Sewage Disposal, Electrical, Heating, Fire Department Access |
| Footings | Located as Required Minimum Depth (frost protection) Size (Width, Area, Thickness) Footing Projection beyond Supported Element Reinforcing Step Footings |
| Grade Beam and Piles | Location, Size, Spacing, Reinforcing, Void Form |
| Foundation Wall | Thickness and Height Reinforcing Exterior Parging of Masonry (Provision Only) Exterior Dampproofing (Provision Only) Interior Dampproofing Wood Foundations (Engineered Design) Support for Joists and Beams on Masonry |
| Masonry | Support of Masonry, Lateral Support Protection of Interior Finish in Above Grade Masonry Construction |
| Exterior Concrete Stairs | Support, Thickness of Foundation wall for Cantilevered Steps Design of Cantilevered Pre-Cast Concrete Steps |
| Drainage | Foundation Wall Drainage, Surface Drainage, Sump Pit |
| Columns and Teleposts | Location of Columns Column Bracing Size/Rating |
| Beams/ Lintels | Size, Spans |
| Lumber or Engineered [Floor, Roof & Ceiling Joists and Rafters] | Size, Spans, Spacing, Support, Blocking, Cantilevered |
| Beams & Ceilings | Height (Clearance) |

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| ITEM | PLAN REVIEW |
|--|--|
| Sheathing [Floor, Exterior Wall and Roof] | Provision if Required, Thickness or Rating, Edge Support, Material Standards |
| Walls | Size, Spacing, Orientation, Lateral Support |
| Roof | Trusses Venting, Slope, Eave Protection Provision of Roofing and Type Provision of Attic Access |
| Concrete Floors on Ground | Structural Engineer if Required, Provision if Required, Thickness, Granular Material Beneath, Dampproofing |
| Crawl Space | Access, Drainage, Ground Cover, Ventilation, Warm Air Plenum |
| Radon Gas | Soil Gas Control |
| Exterior Wall Finish | Provision of Cladding Provision of Wall Sheathing Membrane |
| Fire Exposure | Spatial Separation Skylights, Exterior Wall meeting at an angle, Protection of Soffits |
| Fire Stopping | Attic, Roof Spaces, Crawl Spaces |
| Insulation | Location, Type, Protection |
| Air Barrier | Location, Type, Material Standards |
| Vapor Barrier | Location, Type, Material Standards |
| Fume Barrier | Separation of Storage Garages from other Occupancies, Doors |
| Interior Finish | Drywall thickness, Spacing of Supports Flame Spread Rating on Walls and Ceilings |
| Sound Control | Location, Rating |
| Floors | Wood Floors On Ground Sleepers under Wood Floor on Concrete Slab Water resistance requirements for interior floors |
| Stairs | Run, Rise, Nosing, Tread, Headroom, Width, Mixed Flights |
| Landings | Location, Dimension, Height Over |
| Lighting | For Stairways |
| Handrails | Location, Ergonomic Design |

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| ITEM | PLAN REVIEW |
|---|--|
| Guardrails | Location, Height, Openings, Climability, Wired or Safety Glass |
| Doors/ Bedroom Window as exit including Window Well | Location, Size, Clearances, Quick Opening Mechanism, Sill Height (Guard or Door Secured) Safety Glass in Doors and Sidelights Mirrored Glass Doors |
| Smoke Alarms | Provision when Required, Location, Power Supply, Interconnection |
| CO Alarms | Provision when Required, Location, Interconnection when hard-wired |
| Fire Resistance | Method of Rating (design basis), Supporting Structure |
| Fire Separations | Floors, Roof, Suite, Public Corridors, Storage Garage, Service Rooms, Party wall Closures (Fire Rating, Solid Core Doors, Wired Glass, Glass Block, Maximum Size, Door Closers, Swing of Service Room Doors, Fire Dampers, Fire Stop Flaps) |
| Exits or Means of Egress | Width, Height, Location, Openings Fire Separation Fuel Fired Appliances Ancillary Rooms Doors (Obstruction, Swing, Opening/Locking Mechanism) Emergency Lighting Floor Rating of Exterior Passageway |
| Ventilation | Ventilation Design Sheet Conditioning of roof or attic space below spray foam insulation Storage Garage more than 5 vehicles |
| Masonry Fireplace | Hearth Extensions, Combustible Material Clearances (Exposed to interior), Firebrick Liners, Thickness of Fireplace Walls |
| Chimney Flue | Connection to Appliances Size, Lining, Spaces, Thickness, Height, Separation of Flue Liners |
| Solid Fuel Factory- Built Fireplaces & Chimneys | Confirm unit is certified to CAN/ULC-S610 |
| Solid Fuel Burning Stoves, Ranges and Space Heaters | Confirm unit is certified to CAN/CSA-B365 |
| Factory-Built Chimney | Confirm chimney is certified to CAN/ULC-S629 |

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NOTES:

Incorrect Information

If information is not provided on the drawings or it is incorrect, the plan examiner may request revised drawings or make a note on the drawings advising as to the requirement of the Code.

Professional Structural Alternatives

Professional Structural Alternatives include drawings sealed by a Professional Engineer or Registered Architect Licensed to practice in Saskatchewan, Shop Drawings provided by an Engineering Program, designs that may have been authorized by a recognized testing or evaluation agency, or based on internal procedures that have been accepted by the City of Yorkton through past performance or engineered analysis. The plan examiner will ensure drawings sealed by a Professional Engineer or Registered Architect are provided when required and request a “Commitment for Field Review and Compliance” letter from the engineer or architect sealing the drawing for site inspections when required.

Factory-Built and Mobile Homes

Factory-Built houses and Mobile Homes are acceptable under the Code, provided they have been constructed to CAN/CSA-A277 and CSA Z240 respectively. The review of Mobile Homes is limited to placement of the unit on the site and the foundation unless the plan examiner observes an apparent Code or bylaw contravention or may require additional information to be satisfied that construction meets Code and bylaw requirements. Verification of CSA certification is required.

Engineer and Architect Drawings

Where construction is required to be designed by and the drawings are required to be sealed by an Engineer or an Architect licensed to practice in Saskatchewan, the plan examiner will not review items covered by the Engineer or Architect’s seal unless there is an apparent Code or bylaw contravention with the proposed design or the plan examiner requires additional information to be satisfied that the design meets Code and safety standards, notwithstanding the drawings are sealed by an Engineer or Architect.

Scope of Plan Review Limited for Building Relocation or Post-fire Repair

When buildings are relocated, or repaired after a fire, review of the drawings will focus on the requirements determined by a pre-inspection by a building inspector and any new construction associated with the relocation and/or repair.

Shop Drawings

Shop Drawings are required to be submitted at the Framing Inspection for engineered products. Shop drawings are not required for detached accessory buildings unless the inspector or plan examiner observes an apparent Code or bylaw contravention or requires additional information to be satisfied that the proposed construction meets Code and safety standards.

Insulation, Air Barrier and Vapor Barrier on Detached Garages

Insulation, Air Barrier and Vapor Barrier will only be reviewed on detached garages where it is shown on the drawings.

Flame Spread Rating

Flame spread rating will only be checked if finishes are shown on the drawings.

Attic and Crawl Space Access Dimensions

Dimensions will only be checked if there is a significant Code or bylaw contravention.

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APPENDIX B

CODE ITEMS TO BE INSPECTED
AT ONE OF THE MANDATORY INSPECTION STAGES

| ITEM | INSPECT |
|--|---|
| Services | Provision of Water, Plumbing, Electrical, and Heating |
| Fire Fighting | Vehicle Access by street, roadway, or yard |
| Footings | Located as Required Size (Width and Area) Projection beyond supported element Step Footings Provision for Lateral Support at Footing |
| Mobile Home | Anchorage |
| Grade Beam | Location, Width and reinforcement |
| Granular Fill | Depth and type |
| Foundation | Wall Thickness and Height Lateral Support and Anchorage Support for Joists and Beams on Masonry Exterior Parging of Masonry (Provision only) Form Tie Holes Exterior Dampproofing PWF material Inspection from Engineer where required |
| Foundation Wall Drainage | Location and Type Size Granular Cover |
| Drainage | Sump Provision, Surface |
| Columns and Teleposts | Position over footing Lateral Bracing Steel – Size/Label/Bearing Plate Wood – Size/Construction/Grading Masonry – Size Concrete – Size |
| Steel, Lumber or Engineered [Beams and Lintels] | Built-Up – Construction, Grading, Size and Span Steel – Size and Span LVL – Construction, Size and Span Support on Masonry (The provision of concrete fill in concrete blocks) |
| Lumber or Engineered | Material and Grading Size, Slope, Framing, and Span |

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| ITEM | INSPECT |
|---|--|
| (Floor, Roof & Ceiling Joists And Rafters) | Restraint Bearing or Support Holes, notches, damage Support on Masonry (The provision of concrete fill in concrete blocks) |
| Sheathing | Floors, Roof & Walls (Material and Grading) Floors (Thickness, Staggering of Joints, Orientation) Roof (Thickness, Orientation, Edge Support) Wall (Thickness) |
| Walls | Material and Grading Size, Length, Spacing, Orientation, Continuity, Notching Bracing Double Studs at sides of Openings Wall Plates (Size, Number, Continuity, Grading, Notching) Air Barrier Continuity Support of Walls |
| Fire Exposure | Window Openings, Cladding Type, Skylights, Exterior Walls, Exits |
| Roof | Trusses - Grading, Bracing, Notched or Damaged Attic Access: Provision, Size Slope Venting - At Peak and Soffits, Cross Purlins, Insulation Stops Provision of Roofing |
| Floor on Ground | Provision, Sleepers on Concrete Floor |
| Crawl Space | Insulation (Provision only), Foundation, Access, Ventilation, Ground Cover, Drainage, Warm Air Plenum |
| Exterior Finish | Wall and Soffits (Provision of Cladding Only) Weep Holes in Masonry Walls |
| Wall & Floor Insulation | Coverage (as visible at the time of the Vapour Barrier inspection) |
| Attic/Roof Insulation | Coverage (as visible at the time of the Vapour Barrier inspection) |
| Air Barrier - Exterior Walls, Roof/Ceilings, & Floors over unheated space | Coverage, Type, Continuity, Attic Hatch |
| Vapor Barrier Exterior Walls, Roof/Ceilings, & Floors over unheated space | Coverage, Type, Location |
| Fume Barrier | Garage (Wall, Door) |
| Interior Finish | Walls and Ceilings (Provision) Foamed Plastics (Covering) Above Tub & Shower (Waterproof) Safety Glass for Tub/Shower Enclosure |

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| ITEM | INSPECT |
|--|--|
| Stairs | Finish, Lighting |
| Stairs & Landing | Provision, Structure, Support, Dimensions, Safety, Finish, Lighting, Mixed Flights |
| Stairs, Landings, & Ramps | Handrails |
| Stairs, Landings, Ramps, Decks and Balconies | Guardrails |
| Windows & Doors | Location, Size, Type, Safety Glass Doors (Provision of Entrance Door, Keying, Resistance to Forced Entry, Mirrored Bi-fold Doors) |
| Smoke Alarms | Location, Power Supply |
| Carbon Monoxide Detector | Location |
| Fire Resistance | Supporting Structure, Spatial Separations (Provision of drywall or other covering to provide rating) |
| Fire Separations | Floors, Roof, Suite, Public Corridors, Storage Garage, Service Rooms, Party Wall, Exits (Provision of drywall or other covering to provide separation) Penetrations (Electrical and Duct location) Penetrations (Tight fitting and/or fire stopped) Closures (doors, frames, hardware, glazing, fire shutter) |
| Exits or Means of Egress | Provision, Width, Height, Location, Openings Fuel Fired Appliances within Exits, Equipment under an exit Ancillary Rooms opening directly into an Exit Doors (Obstruction, Swing, Opening/Locking Mechanism) Headroom (Obstructions) Emergency Lighting Floor Rating of Exterior Passageway Window Well (Clearance) |
| Mechanical Ventilation | Provision of Principal and Supplemental Exhaust Fans (Including the verification from the installer) Central Switch Location of Exhaust Air Intakes Provision of Air Intakes and Exhausts Separation of Air Intake from potential source of contamination Storage garage with more than 5 Vehicles |
| Heating System | Air is not to be circulated from one suite to another |
| Kitchen Cabinets | Clearances to Range |
| Chimney Flue | Connection to more than one appliance, Degree off vertical |

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| ITEM | INSPECT |
|--|---|
| Masonry Fireplace | Steel or fire-brick liner Hearth Extensions Combustible Material Clearances (Exposed to interior) |
| Masonry Chimney | Height of Chimney Cleanout |
| Factory-Built Fireplace and Chimney | Certified Appliance and Chimney, Hearth extensions, Combustible Material Clearances (Exposed to interior), Chimney Height |
| Solid-Fuel Burning Stoves, Ranges and Space Heaters | Certification (Review appliance against installation manual for clearances) |
| Factory-Built Chimneys for Solid-Fuel Burning Appliances | Certification (Review chimney if visible for type and clearances) |

Owner is obligated to arrange for Inspection of All Applicable Listed Code Items.

It is the owner’s obligation to arrange for inspections at the mandatory inspection stages and follow-up inspections such that all of the above-listed items applicable to the project can be inspected.

NOTES:

Engineer and Architect Drawings

Certain construction is required to be designed by and the drawings are required to be sealed by an Engineer or an Architect licensed to practice in Saskatchewan. If the Engineer or Architect is required to inspect the installation, the inspector will not inspect items covered by the Engineer or Architect’s “Commitment for Field Review and Compliance” letter unless the inspector has a concern with or observes construction that is not in accordance with the approved plans, Code, or bylaws notwithstanding the “Commitment for Field Review and Compliance” letter.

Engineered Products

Engineered products will be reviewed against shop drawings. Shop drawings are not mandatory for small accessory buildings; however, if the inspector observes or suspects a violation of the Code or bylaws, they may be required.

Factory-Built and Mobile Homes

Factory-Built houses and Mobile Homes are acceptable under the Code, provided they have been constructed to CAN/CSA-A277 and CSA Z240, respectively. Inspection of these types of buildings will be limited to construction on site and will not include the inspection of the pre-built structure other than verifying the unit is certified, unless the inspector observes or suspects a violation of the Code or bylaws. The inspector may then require additional information to be satisfied that construction meets Code, bylaw and safety standards.

Scope of Inspection Limited for Building Relocation and Post-fire Repair

When buildings are relocated, or repaired after a fire, the inspection will pertain to the requirements determined by a pre-inspection by a building inspector and any new construction associated with the relocation and/or repair.

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LIMITATIONS:

A number of items included in this Appendix may not be accessible or visible at a mandatory inspection stage or follow-up inspection as the result of normal construction practice. Primary inspection of these items will be limited to what is visible and accessible. If, in the course of inspection, the inspector notes an apparent Code or bylaw contravention, these items will be inspected in accordance with Appendix “C”. Items falling in this category are more fully described below:

Nailing Patterns and Nailing

Nailing patterns will be inspected if they are visible at the time of the inspection. Nailing samples readily visible to the inspector will be inspected.

Steel Beams and Columns

The thickness of steel columns and steel beams cannot always be confirmed.

Fire Separations

The inspector will check for the installation of drywall, taping, and filling joints where fire rating is required. Once installed, the type and thickness of drywall cannot always be confirmed; however, if the inspector observes an apparent Code contravention, these items will be inspected as well.

Wall & Floor Insulation

Insulation is usually inspected with all vapor barriers up. In these cases, the inspector cannot confirm proper full depth installation. Where vapor barrier is incomplete at the time of inspection, depth of insulation will be inspected.

Attic Insulation

Attics are not insulated until the drywall ceiling has been installed and may be very difficult to access after this. These types of concealed spaces are not part of the mandatory inspection described in this Appendix, however, if it becomes evident that insulation has not been installed prior to the permit being closed, this item will be inspected.

Roof Coverings

OH&S Regulations limit the ability to inspect roofs without proper training and/or equipment. Roof flashing and coverings will be limited to visual inspections from the ground. However, if the inspector observes or suspects a violation of the Code or bylaws, the inspector will make arrangements for a roof top inspection to take place at the contractor’s expense.

Air Barrier

Penetrations of the air barrier are required to be sealed. Inspection usually cannot confirm sealing of penetrations because they are covered by insulation and vapor barrier. Should these penetrations not be covered at the time of inspection, sealing will be inspected.

Attic and Crawl Space Access

While access is required to all crawl and attic spaces, it is sometimes not possible for a person to enter through the access point because of limited dimensions. The size of the access openings will only be checked if it is reasonable to do so and the inspector has reason to believe there is a significant Code contravention.

Concrete Fill

The depth of concrete fill cannot be verified since the fill is within the concrete block or ICF and, therefore, is not visible.

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APPENDIX C

**ADDITIONAL CODE ITEMS INSPECTED, IF THE INSPECTOR OBSERVES
AN APPARENT CODE OR BYLAW CONTRAVENTION AT A
MANDATORY INSPECTION STAGE OR FOLLOW-UP INSPECTION**

| ITEM | INSPECT |
|---|---|
| Footings | Soil Bearing Capacity Cold Weather Protection of Concrete High Water Table Minimum Depth of Footings (frost protection) Piles |
| Grade Beam | Cold Weather Protection of Concrete Depth |
| Foundation Wall | Cold Weather Protection of Concrete |
| Columns and Teleposts | Anchorage, Nailing |
| Structural and Wood Framing Members | Decay Protection |
| Steel, Lumber or Engineered [Beams and Lintels] | Nailing Bearing |
| Lumber or Engineered (Floor, Roof & Ceiling Joists And Rafters) | Nailing |
| Sheathing | Nailing |
| Walls | Fire Rated Drywall, Nailing |
| Fire Stopping | Walls, Attic, Roof Spaces, Floors, Crawl Spaces |
| Fire Exposure | Protection of Soffits Fire Rated Drywall Installation of exterior drywall behind exterior vinyl siding if required |
| Roof | Trusses - Nailing Roof used as a Deck - Drainage Type of Roofing Roof Flashing Eave Protection |
| Floor on Ground | Radon Protection |
| Exterior Finish | Attachment of Cladding and Stucco Lath Wall Sheathing Membrane (Building Paper) Wall flashing and caulking Window Sill Drip Edge Masonry Veneer Support |

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| ITEM | INSPECT |
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| Wall & Floor Insulation | Type, Coverage in areas that will be hidden at the Vapor Barrier stage |
| Attic/Roof Insulation | Type, Coverage |
| Air Barrier | Penetrations |
| Interior Finish | Flame Spread Rating on Walls and Ceilings |
| Sound Control | Construction |
| Smoke Alarms | Certified Units and Interconnected |
| Fire Resistance | Supporting Structure – Fire Rated Drywall |
| Fire Separations | Closures (fire damper, fire stop flap) Fire Rated Drywall |
| Mechanical Ventilation | Tempering of Air to Room Interconnection with furnace and other supply fan Conditioning of air in attic or roof joists (Spray foam on roof sheathing) |
| Masonry Fireplace | Clearances from Combustible Framing |
| Masonry Chimney | Clearance from Combustible Framing |

Appendix “C” is intended to provide notice of the Code items which, although not required to be kept open for inspection at a mandatory inspection stage, may be subject to inspection. These items will be inspected if, in the course of an inspection at a mandatory inspection stage or follow-up inspection, the inspector notes an apparent Code or bylaw contravention. **It is the owner’s obligation to arrange for follow-up inspections such that all items noted by the inspector can be inspected.**

NOTES:

All Appendix “B” Notes and Limitations are applicable to Appendix” C”