

# INSPECTIONS FOR COMMERCIAL TENANT IMPROVEMENTS

Permits and Inspections Department - District of West Vancouver

## Requesting Inspections:

An inspection will only be scheduled if a permit has been issued, and is valid.

Prior to requesting an inspection, you must ensure that the work is complete and ready for review by the inspector. If the work is not ready to be inspected, you may have to pay a re-inspection fee to re-schedule the inspection.

Inspection requests made before 8am on weekdays: will be scheduled for that same day.

Inspection requests made after 8am: will be scheduled for the next business day.

You may request an inspection by email: [inspections@westvancouver.ca](mailto:inspections@westvancouver.ca) or by phone: 604-925-7041.

Please provide the following information when requesting an inspection:

- ✓ permit number
- ✓ type of inspection being requested
- ✓ on-site contact number.

## Contacting Inspectors:

Inspectors are available in the office or by phone at 925-7040 at the following times:

Morning: 8:30am-9:30am    Afternoon: 4:00pm-4:30pm

## Required Inspections:

No work shall proceed beyond the following stages without the inspector's acceptance. The following are minimum inspection requirements. The inspector may require additional inspections prior to giving the work an ACCEPTED status.

### **PLUMBING AND SPRINKLER ROUGH-IN INSPECTION MAY BE REQUESTED AFTER:**

- plumbing and/or sprinkler permit is obtained
- completion of all drainage and water pipes for all fixtures, under test and properly secured
- inspection of any ground work required before covering with concrete
- sprinkler rough-in (and bucket test if required)
- consultant's review is complete (if applicable)

Note: plumbing or sprinkler previously altered without inspection may require upgrading

### **ELECTRICAL ROUGH-IN INSPECTION MAY BE REQUESTED AFTER:**

- electrical permit is obtained
- all branch circuits in place, cables terminated in appropriate boxes, splicing and bonding complete, service equipment installed with home runs entered in panel, service prepared, grounding complete
- Electrical Consultant's review is complete (if applicable)

Note: outlets, switches and lighting not to be installed

### **BUILDING INSPECTIONS:**

The Framing inspection can be requested AFTER:

- DWV Inspector's acceptance of plumbing, electrical and fire sprinkler rough-in inspections (but before placement of any insulation or drywall)
- completion of all walls, drops, and architectural valences
- completion of all fire stopping of penetrations of rated wall, floor and ceiling assemblies
- consultant's review is complete (consultant's field review memo must be on site)

The insulation inspection can be requested AFTER:

- approval in writing received for installation of acoustical or thermal insulation
- completion of insulation and vapour barrier (if applicable)

### **FINAL INSPECTIONS:**

The Final Electrical Inspection may be requested when:

- all electrical work completed
- boxes are terminated and covered when a fixture is missing
- panel directories are completed and all blanks are filled
- the Electrician has submitted a declaration of completion to DWV

The Final Plumbing and Sprinkler Inspection may be requested when:

- all fixture installations are in working condition; hot water tank is turned on; and vent extensions through roofs are installed and complete
- when all sprinklers are completed including trims

The Final Building Inspection may be requested when:

- final electrical, plumbing and sprinkler inspections are complete (see above)
- North Shore Health Department approval has been received (if applicable)
- all finishes are complete, including but not limited to, ceiling tiles, exit and emergency lighting activation, tenant addressing, fire extinguisher installation, and installation of demarcation line in storage areas (18" below ceiling in storage area)
- Schedules C-A and C-B from all consultants involved have been submitted to DWV

**Note:** Business Licence will only be issued once approval of completion of tenant improvements is received from the Building Inspector.