



## **BUILDING PERMIT GUIDELINES**

### ***Mandatory Inspections***

### ***New Buildings, Extensions, and Major Renovations***

#### **Intent**

All construction within the Town of Gander is to be inspected by Town officials at the appropriate stages of construction as per Town regulations. These mandatory inspections are required at different stages throughout the construction process to ensure that all work is completed according to the approved plans, including any changes noted during the plan review, and in compliance with current national codes and standards. Construction may commence upon issuance of the building permit. Depending on the scope of the work the number of inspections per project varies, for example there are mandatory stages of inspections required to be carried out on new buildings and extensions or renovations, which are outlined on the back of the permit. It is important to bear in mind that it is the owner's responsibility to ensure these inspections are requested, carried out and approved.

**Inspections do not happen automatically. It is the responsibility of the property owner or contractor to ensure that the Town is contacted to request an inspection to ensure that the project proceeds as approved.**

#### **Fees and Deposits**

Inspection Deposits are required to ensure compliance with Town of Gander regulations, as well as the National Building Code of Canada.

##### **Building Inspection Deposit**

\$500.00 refundable provided requirements at each stage of construction are met.

##### **Grading Deposit**

\$500.00 refundable after verification of footing elevation and lot grading

##### **Re-Inspection**

If a re-inspection is required due to any mandatory inspection not meeting minimum requirements, or premature request of inspection, a fee of one hundred dollars (**\$100.00**) will be deducted from the deposit for each time the inspector must re-visit the site to verify correction of a deficiency noted on a previous inspection.

***(Please note that inspections will not be carried out on partial completion of required stages)***

#### **Regulations**

It is the responsibility of the owner to ensure that each inspection is requested at **least 24 hours** in advance. The Town of Gander will do its best to ensure that inspections are carried in a timely fashion.

If necessary, to verify compliance to the National Codes, the Town's Inspector may order the uncovering or exposing of some aspects of construction in order to validate its integrity.

## **Required Inspections**

### **1) Water/Sewer Inspection**

The water and sewer connections at the lot line **MUST** be inspected by the Town's Water and Sewer Department **PRIOR** to backfilling. The onus is on the owner to arrange for inspection; if the work has been backfilled prior to the inspection, the Town will issue an order to uncover the excavation and expose the pipes and connection. The owner will also be responsible to repair any known discrepancies at his expense.

- A minimum 19mm copper (type K), Polyethylene/aluminum/polyethylene (CSA B137.10 and ASTM F1281), or crosslinked polyethylene pipe (CSA B137.5) service line is required and shall be connected to the Town's water system with compression fittings.
- Minimum 100mm sewer service pipes are to be connected to the Town's sewer system. (Sanitary sewer pipe shall be SDR-35 and GREEN in colour & the storm sewer pipe shall be SDR-28 and WHITE in colour.)
- Where sewer lines are installed before the footings are placed, both sanitary & storm sewer lines must be capped.
- Where footings are in place at the time the lines are installed, the sanitary sewer line only, must be extended inside the footings.

### **2) Footing Inspection**

After footings have been cribbed, the Town **MUST** conduct an inspection to make sure that the size, and grade, etc. comply with the approved plans, plot plan and grading plan. Town of Gander will verify and approve the Top of Footing Elevation prior to placing concrete.

- The onus is on the owner to ensure the Town is notified before the footings are poured. The location of footings will not be checked by the Town of Gander. Footings are to be established by a Newfoundland Land Surveyor and a copy of the House Placement Verification (provided in the Building Permit Package) shall be forwarded to the Town of Gander prior to any further construction taking place.

### **3) Pre-Backfill Inspection**

- If Insulating Concrete Forms (ICF) are being utilized for the foundation, an additional inspection shall be performed **PRIOR** to concrete being poured to check for re-bar size and location, etc. Once again, the onus is on the owner to ensure that the Town is notified before the foundation wall is poured.
- After weeping tile has been placed and covered with at least 150 mm stone, the Town must be contacted to view weeping tile, stone, damp proofing, etc.
- Weeping tile must be connected to the Town's storm drainage system in the street. If there is no storm system in the street, the weeping tile must drain into an open ditch to the rear of the property.
- Weeping tile shall be exposed at four locations, one each front and back, one to each side. The connection to the storm sewer shall also be exposed and clearly visible.
- Weeping tile shall not be connected to the sanitary sewer system.
- Roof Drains are not to be connected to weeping tile.
- Window well drains are not to be directly connected to the weeping tile.
- The foundation will also be inspected at this time.
- Lateral support, if required, shall be in place prior to inspection.

#### **4) Pre-Slab Inspection**

Before pouring floor, an inspection of all in-floor plumbing must be completed.

- Floor drain installed and connected to sanitary sewer.
- A normally open back water valve installed on sanitary sewer service line as per the National Plumbing Code.
- Pressure reducing valve installed if water pressure exceeds 550kpa.

#### **5) Building Envelope Inspections**

After Building has been made “Weather Tight” that is, after building wrap, windows and doors are in place and prior to installation of siding, an inspection will be completed to ensure the following criteria have been met:

- Windows and doors are installed properly with adequate fasteners and shimmed where necessary
- Flashing around windows and doors correctly installed
- Laps on air barrier properly installed (top to bottom)

#### **6) Framing/Structural/Plumbing Inspection**

When the exterior shell & interior partitions of the structure have been completed, prior to insulation, an inspection is required to ensure adherence to plans and building codes. Typically, but not limited to, the Town of Gander will be looking for the following to be in place:

- Exterior finish cladding.
- All interior partitions are constructed and installed.
- All beams, bearing partitions and lintels are constructed and installed.
- Roof system c/w sheathing, shingles, roof vents, soffit and fascia, ceiling strapping.
- Column supports for beams installed down to foundation.
- Sub floor to be securely attached to floor joists.
- Stairs installed as per National Building Code of Canada.
- Beam and lintel sizes as per plans or otherwise noted.
- Protection between wood partitions and concrete.
- Space provided around windows, for installation of insulation.
- Bedroom windows and at least one window in basement meet Egress Regulations.
- All plumbing, mechanical and electrical rough-in to be in place.

#### **7) Insulation/Vapour Barrier Inspection\*\***

After insulation and vapour barrier have been installed, this office shall be contacted for an inspection. The following is required to be in place prior to arranging inspection for insulation/vapour barrier:

- Exterior walls are insulated, and insulation fits snug to studs, top plates and shoes.
- Insulation installed completely around windows (sides, top and bottom).
- Vapour barrier must be in place on ceiling to be insulated.
- All vertical walls above ceiling are insulated.
- All floor joist headers and joist directly below exterior walls are insulated.
- All exterior walls and ceiling of attached garage are insulated.
- Insulation installed behind all electrical receptacles and plumbing located in exterior walls and partitions between attached garage and house (building).

- Rigid foundation insulation installed around foundation walls.
- All vapour barrier (6mil) shall be in place at the time of inspection and all joints and seams shall be caulked with acoustical sealant, taped or both.

***\*\*This inspection shall be completed prior to installation of drywall.***

### **8) Grading Inspection**

- Grading must be completed and approved prior to issuance of an occupancy permit.
- The onus is on the owner to contact the Town of Gander to arrange for this inspection.
- In the event that weather conditions prohibit final grading prior to the sale/occupancy of a property, the owner shall complete a grading agreement and pay the applicable deposit to ensure compliance when weather permits.

### **9) Final Inspection**

Before occupying any building, application for an Occupancy Permit shall be made, and a final inspection must be carried out by the Building and/or Fire Inspectors. All construction must meet the requirements of The National Building Code and all other applicable codes and regulations. Application and requests should be made one week prior to occupancy to allow sufficient time for processing and conduction of inspections.

Typically, but not limited to, the Town of Gander will be looking for the following to be in place before an Occupancy Permit, temporary or otherwise, may be issued:

- All finish work is completed as per plans or otherwise noted.
- All plumbing is working properly.
- All electrical is working properly.
- Handrails shall be installed on all stairs.
- All exterior landing & decks have been constructed and installed c/w required railing.
- U.L.C. approved electric smoke alarms are installed and operational.
- Mechanical Ventilation System is installed and working properly. Written certification must be provided by the installer of the air handling system and a copy shall be forwarded to the Town of Gander.
- All windows and doors are operable.
- Rough grading is in place which prohibits the drainage of water onto a neighbouring property or towards the foundation of the present property.
- Any other safety concern which may be observed during the course of the inspection.



#### **Powers of Authority**

***Employees of the Town of Gander are required to enforce these regulations and are not permitted to make modifications. If these regulations prohibit a development proposal, the applicant may formally contact Council, by written request, to effect changes to a regulation or by-law.***

This is a guideline prepared for easy reference. The Town's Regulations are subject to periodic amendments. For the most recent and official version of the regulations, please refer to the Town of Gander's Development Regulations.