

# Scheduling Inspections Online



Delta's Development Department conducts inspections throughout construction ensure the safety and standards of buildings. Inspectors ensure that projects are completed in accordance with municipal bylaws and provincial codes. As you move through construction and before a newly constructed building can be occupied, you will need to complete each of the necessary inspections.

**Please note:** Delta Building/Plumbing Bylaw No. 8065 grants authority for a permit to be revoked (expired) if work pursuant to the permit is not started within 6 months or is suspended for a period of more than 6 months. The Development Department requests your cooperation in ensuring that the work associated with a permit is completed in a timely manner.

## Online Inspection Requests

Inspections can be scheduled online by the following two options:

1. Using **eInspections**; and/or
2. **MyCity**.

**Please note:** Scheduling and cancellations can occur until 8:00 a.m. on the day of the inspection.

## Scheduling an Inspection Using eInspections

**eInspections** is an online inspection scheduling system that provides a flexible, efficient way to schedule, cancel and reschedule inspection requests.

All you need to use eInspections is your **folder number (permit number)** and **access code**. If you do not have your access code you can schedule an inspection through MyCity, or you contact the Application Centre for your access code.

1. Navigate to eInspections at <https://deltaonline.ca/>.
2. Enter the **folder number** assigned to your project.
3. Enter the **access code**.
4. Click on the **Continue button**. A window containing information about your project and the necessary inspection will be displayed.
5. Click on the **Schedule button** under the action column and select the date you wish to have your inspection scheduled. As you can see from the illustration image on the right, once an inspection is scheduled, you will have the following options to make to your scheduled inspection:
  - a. Add to your calendar (see instructions on page 2)
  - b. Reschedule
  - c. Cancel

Inspection	Status	Action
DRAIN TILE/RWLDAMP/PROOFING		Schedule
FRAMING OVER CRAWLSPACE		Schedule
FRAMING	SCHEDULED for Mar 07, 2016 PM Add to calendar	Reschedule Cancel
INSULATION		Schedule
FINAL BUILDING INSPECTION		Schedule
AUTHORIZE RELEASE OF DEPOSIT		Schedule

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FINAL BUILDING INSPECTION		Schedule
AUTHORIZE RELEASE OF DEPOSIT		Schedule

**If you have any trouble booking an inspection, there may be outstanding fees on the permit or it may have expired - contact the Application Centre for support.**



Application Centre, Development Department

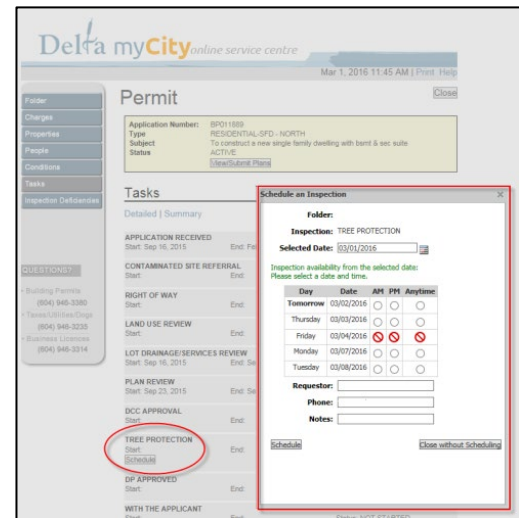
Contact Us: 604-946-3380 or [Development@delta.ca](mailto:Development@delta.ca)

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## Scheduling an Inspection Using MyCity

1. Login to MyCity at <https://deltaonline.ca/>
2. Click on the account or folder number that you wish to schedule an inspection.
3. Click on **Tasks** then scroll down to the necessary item in your application that you wish to be inspected.
4. Click on the **Schedule** button. A calendar window appears where you can choose the date for your inspection. Once an inspection is scheduled, you will have the following options to make to your scheduled inspection:
  - a. Add to your calendar (see instructions below)
  - b. Reschedule
  - c. Cancel



The screenshot shows the Delta myCity online service centre interface. On the left is a navigation menu with options like Folder, Charges, Properties, People, Conditions, Tasks, and Inspection Deliveries. The main area displays a 'Permit' summary for application BPO11893, which is a residential SFD - NORTH. Below this, a 'Tasks' list includes various permit stages like APPLICATION RECEIVED, CONTAMINATED SITE REFERRAL, RIGHT OF WAY, LAND USE REVIEW, LOT DRAINAGE/SERVICES REVIEW, PLAN REVIEW, DCC APPROVAL, DP APPROVED, and WITH THE APPLICANT. The 'TREE PROTECTION' task is highlighted with a red circle. A 'Schedule an Inspection' dialog box is open, showing a calendar for March 2016. The selected date is 03/04/2016. The dialog also includes fields for the requester's name and phone number, and buttons for 'Schedule' and 'Close without Scheduling'.

## Adding Your Inspection Schedule Date to Your Calendar

You have the option to add your scheduled inspection date to your **Outlook calendar** or to any calendar system that supports **iCalendar**.

To add to **Outlook**:

1. Click on the **Add to calendar** link.
2. Choose **save and open**. The Outlook **appointment dialogue window** appears where the option to save to your calendar shows.

To add to other **iCalendar system** such as **Google calendar**:

1. Click on the **Add to calendar** link.
2. Choose **Save As**.
3. Name the file and temporarily save it to your local drive.
4. Logon to your **Google account** and send an email to yourself **attaching the iCalendar file that you have downloaded**.
5. Open the email that you sent and **double-click** on the attached iCalendar file. You should get an option to add the schedule to your Google calendar.



## List of Required Inspections

Below is a complete list of required inspections; however, your project may not require all of these inspections. Your online permit will indicate the required inspections shown in the **Task tab** menu of your **myCity** account. For further clarity, we have added the folder (permit) type in brackets, next to the inspection when multiple permits are issued for your project. Therefore when scheduling an inspection please ensure you are in the correct folder (permit) where the inspection is to occur.

1. **TREE PROTECTION (BP)**
  - Inspection AFTER all protective barriers has been installed; as per Delta handout guidelines.
2. **DISCONTINUE OF SERVICES DEMOLITION PERMIT (BP)**
  - Inspection AFTER all three services, Sanitary, Storm and Water, have been disconnected and capped within the property.
3. **DISCONTINUE OF SERVICES – POOL (BP)**
  - Inspection BEFORE backfilling the pool; ensuring holes are placed in the pool bottom to eliminate water accumulation.
  - Inspection ensuring Sanitary and Water are disconnected to the pool equipment.
4. **DEMOLITION INSPECTION (BP)**
  - Inspection AFTER building structures have been completely removed from the property, including any debris.
5. **FORMS FIRST PHASE (BP)**
  - Inspection BEFORE pouring concrete.
  - Survey Certification of Non-encroachment may be required at this time to verify siting of the building is correct.
  - Submit Structural and Geotechnical Engineer's inspection report prior to, or at same time as inspection, if applicable.
  - Requirements as per building code.
6. **DRAIN TILE (PBG)**
  - Inspection BEFORE backfilling.
  - Inspection BEFORE installing drain rock over piping.
  - Pipe connections to be primed and glued.
  - Requirements as per plumbing code.
7. **DAMPPROOFING (BP)**
  - Inspection BEFORE backfilling.
  - Requirements as per building code.
8. **RAIN WATER LEADERS (BP)**
  - Inspection BEFORE backfilling.
  - Requirements as per plumbing code.
9. **SITE SERVICES - DOMESTIC WATER (BP)**
  - Inspection BEFORE backfilling.
  - Requirements as per plumbing code.
10. **SITE SERVICES - FIRE MAIN (PBG)**
  - Inspection BEFORE backfilling.
  - Requirements as per plumbing code.
11. **SITE SERVICES – STORM (BP)**
  - Inspection BEFORE backfilling.
  - Requirements as per plumbing code.
12. **SITE SERVICES – SANITARY (BP)**
  - Inspection BEFORE backfilling.
  - Requirements as per plumbing code.
13. **UNDER SLAB ROUGH PLUMBING (PBG)**
  - Inspection BEFORE the concrete slab is poured.
  - Requirements as per plumbing code.



## 14. UNDER SLAB - POLY/INSULATION (BP)

- Inspection BEFORE the concrete slab is poured.
- Requirements as per building code.

## 15. UNDER SLAB - RADIANT HEATING (PBG)

- Inspection BEFORE the concrete slab is poured.
- Complete with water test applied and holding with gauge for inspection.
- Rigid sleeves installed where pipe(s) enter or exit concrete slab.
- Pipe layout to match that of submitted design (spacing, pipe length, as well as amount of piping for each room).
- All tubing clearly marked with room, zone and pipe length.

## 16. ROUGH DWV PLUMBING (PBG)

- All drainage piping completely installed; water test applied and holding up to the level of all roof vents.
- All requirements as per plumbing code.

## 17. ROUGH WATER PIPE (PBG)

- All water piping completely installed.
- All requirements as per plumbing code.

## 18. RADIANT HEATING SECOND PHASE (PBG)

- Inspection BEFORE the concrete is poured.
- Rigid sleeves installed where pipe(s) enter or exit concrete slab.
- Pipe layout to match that of submitted heating design.
- Supply and Return piping complete.
- All piping complete, with water test applied and holding with gauge for inspection.

## 19. TUBS/SHOWERS FIRST PHASE (PBG)

- All tubs and showers installed, including all control valves.
- Water test required to flood level rim of fixture(s) (tub/shower).
- All requirements as per plumbing code.

## 20. BASEBOARD HEATING (PBG)

- Complete with water test applied and holding with gauge for inspection.
- All tubing to match that of submitted heating design.

## 21. SHEATHING (BP)

- Inspection AFTER the roof trusses are installed and all the exterior sheathing is on and nailed.
- BUT:
  - BEFORE covering exterior sheathing with a moisture barrier;
  - BEFORE insulation, vapour barrier, air barrier and gypsum board; and
  - BEFORE framing inspection.
- Requirements as per building code.

## 22. FRAMING OVER CRAWLSPACE (BP)

- Inspection AFTER the framing of floors directly above crawl spaces, but prior to the installation of subfloors.
- Requirements as per building code.

## 23. FORMS SECOND PHASE (BP)

- Inspection BEFORE pouring concrete for ongoing and/or additional concrete form works.
- Requirements as per building code.

## 24. SUMPS/ INTERCEPTORS (PBG)

- Inspection BEFORE backfilling.
- Engineer's final field report is required once all pumps are installed.
- Requirements as per plumbing code.

## 25. FRAMING FIRST PHASE (BP)

- Inspection BEFORE insulation is installed.
- Framing completed to lock-up stage.



- Roof covering installed (shingles, shakes, sheet metal, etc.).
- Exterior doors and windows installed.
- Fireplaces roughed-in and framed.
- Interior stairs installed.
- Rough plumbing, electrical and all mechanical completed.
- Provide building inspector documentation from Technical Safety BC.
- Structural Engineer's inspection report required, if applicable.
- Requirements as per building code.

## **26. INSULATION (BP)**

- Inspection BEFORE interior wall and ceiling finishes are installed.
- Requirements as per building code.

## **27. VAPOUR BARRIER / AIR BARRIER (BP)**

- Inspection BEFORE drywall is installed.
- Vapour barrier installed as per current building code requirements.

## **28. TUBS/SHOWERS SECOND PHASE (PBG)**

- Once all tubs and/or showers are installed.
- Requirements as per plumbing code.

## **29. BACKFLOW PREVENTION DEVICE (PBG)**

- Device installed with test paperwork attached.
- Requirements as per plumbing code.

## **30. FINAL PLUMBING (PBG)**

- Inspection AFTER all the plumbing is complete; which includes all related items to fixtures, heating, etc.
- Requirements as per plumbing code.

## **31. FORMS THIRD PHASE (BP)**

- Inspection BEFORE pouring concrete for completion of all additional form works.
- Requirements as per building code.

## **32. INSULATION SECOND PHASE (BP)**

- Completion of all additional Insulation work.
- Requirements as per building code.

## **33. FRAMING SECOND PHASE (BP)**

- Completion of all additional Framing work.
- Requirements as per building code.

## **34. FINAL BUILDING INSPECTION (BP)**

- Inspection AFTER the building is complete and ready for occupancy, but prior to the occupancy of any portion thereof.
- **NOTE:** A Final Inspection must be conducted prior to occupying the building. An occupancy permit will be mailed upon completion of a final inspection, if applicable.

