

The Community Planning & Development Department conducts inspections to maintain the safety and standards of all buildings in Delta. Inspectors ensure that all projects are completed in accordance with municipal bylaws and provincial codes. As you move through the steps of your own project, and before you can occupy a newly constructed building, you will need to complete the necessary inspections.

**Please note:** The Delta Building/Plumbing Bylaw No. 6060 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. Community Planning & Development Department requests your cooperation in ensuring that the work associated with a permit is completed in a timely manner.

## Online Inspection Requests

Anyone with internet access, both in the office or on the road, can take advantage of the following two ways to request inspections online:

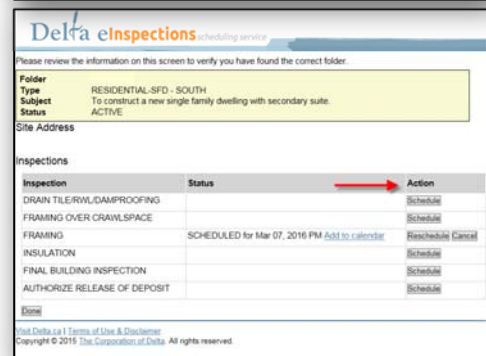
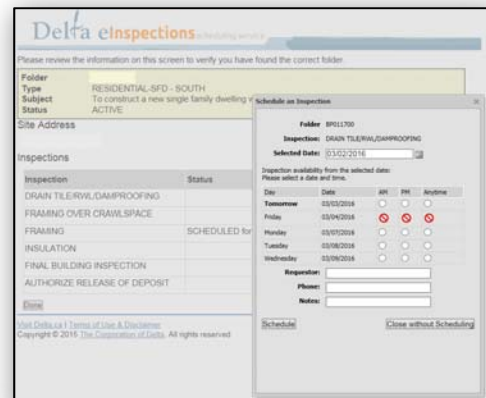
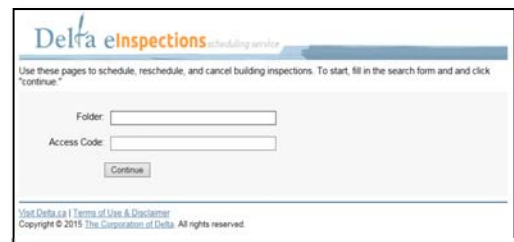
1. Using **eInspections**; and/or
2. **MyCity**.

## Requesting Inspection Using eInspections

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

All you need to use **eInspections** is your **folder number (permit number)** and **access code** that was provided to you at City Hall when you applied for your permit.

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 below)
  - b. Reschedule
  - c. Cancel



## Requesting Inspection Using MyCity

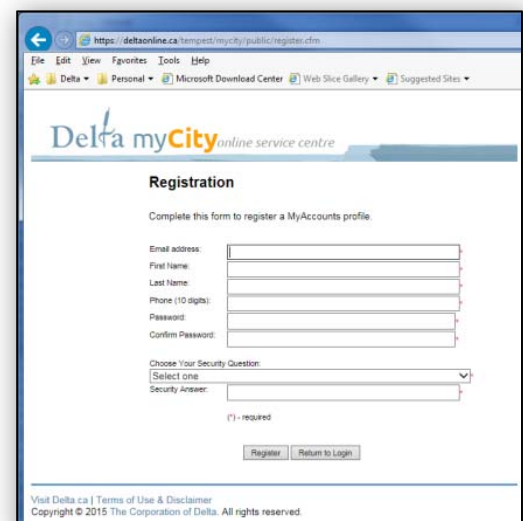
**MyCity** is an online service that allows homeowners and businesses to access information about their City of Delta accounts and applications 24 hours a day, 7 days a week. Accounts that are accessible through this portal include:

- Business Licence accounts
- Permit Applications
- Property Tax accounts
- Utility accounts
- Dog Licence accounts

A one-time initial setup on *MyCity* is all that is required.

### Step 1 – Register with MyCity

1. Navigate to **MyCity** at <https://deltaonline.ca/>.
2. Click on **Register Now** and fill-out the registration form. Please use the same email address that you provided when you personally submitted your plan application at City Hall.
3. Click on the **Register button** to proceed/submit your registration.
4. You will receive an email from Delta which you must **confirm** to finalize or complete your **MyCity** registration process.
5. Logon to **MyCity** at <https://deltaonline.ca/> once you have finalized or completed your **MyCity** registration.



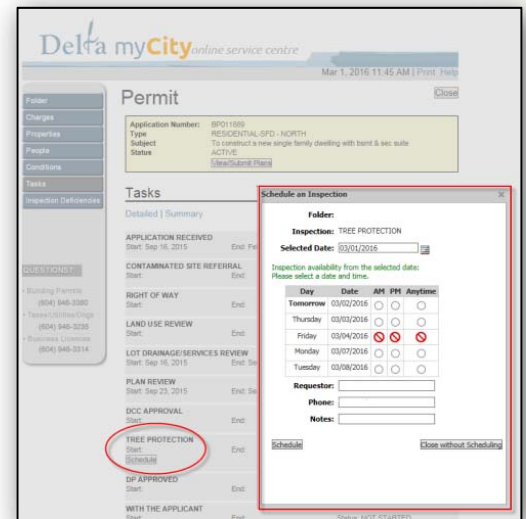
### Step 2 – Register Your Permit Application to MyCity

1. Select **Application** for the account type from the dropdown list.
2. Enter the **folder number (permit number)** that was provided to you by the Application Centre Technician (ACT) who received your application at City Hall.
3. Enter the **access code** that was provided to you by the Technician who received your application at City Hall.
4. Click on the **Register button**. You should get a message that your account has been successfully added.




## Step 3 – Schedule or Cancel Inspection Using MyCity

1. Logon 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 get 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



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

## 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've 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.

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. **DEMOLITION INSPECTION (BP)**
  - Inspection AFTER building structures have been completely removed from the property, including any debris.
4. **BOULEVARD INSPECTION (HUP)\***
  - Inspection to determine no damage has been done to sidewalks, curbs, boulevard, etc.

*\* Requirement for damage deposit release.*
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.

## 35. LANDSCAPING/LOT DRAINAGE HIGHWAY USE PERMIT (HUP)\*

- All landscaping complete as per approved plan.
- \* *Requirement for damage deposit release.*

## 36. BOULEVARD INSPECTION HIGHWAY USE PERMIT (HUP)\*

- Inspection to determine no damage has been done to sidewalks, curbs, boulevard, etc.
- \* *Requirement for damage deposit release.*

