

Builders' Bulletin: Remote Virtual Inspections & Inspections in the Absence of a Building Official

This bulletin is intended to provide clarification on conducting remote virtual inspections and photo inspections in the Village of Pemberton. Inspections services will continue to be delivered on a modified basis. Please be sure to consult the relevant Village of Pemberton Bylaws or contact staff if you have questions.

Remote Virtual Inspections (RVI)

Remote Virtual Inspections (RVI) may be conducted at the discretion of the Building Official. RVIs are intended as a **temporary** option during the building official vacancy and are not intended to replace onsite inspections in the long term.

To request for a RVI please email nsegovia@pemberton.ca identifying:

- Civic address of the property
- permit number
- type of inspection
- email address for the person onsite
- contact telephone for the person onsite
- requested date and time

Once the request is received it will be forwarded to the Building Official. If your request for a RVI is approved, you will receive a calendar invitation with a link to the [Microsoft Teams](#) meeting. To ensure your RVI occurs, it is recommended to download "Microsoft Teams" onto your mobile device for free from your app store. You do not need to register an account and can sign-in as a guest. Please ensure that you allow the app access to your video camera and microphone.

Once your inspection commences via Microsoft Teams, the Building Official will direct you to move through the site and to point the video camera at certain locations. If there is any associated documentation required, it is to be submitted to the inspector in advance of the RVI. The Building Official will confirm the required documentation in advance of your RVI in your email invitation.

Please ensure that all inspection requests are submitted with as much notice as possible, at least **48 hours in advance** is required. Please note that inspections will be booked on a first come, first serve basis and if your request cannot be fulfilled at your requested time, it will be put into the next available slot.

FOR WATER AND SEWER CONNECTION INSPECTIONS

These inspections can still be conducted by our public works team. Please email nsegovia@pemberton.ca **48 hours in advance** of your requested inspection date. Do not contact our public works department, your inspection request will not be fulfilled. Please include the following in your request:

Civic Address
Permit Number
Site Contact, Name, Phone Number, Email
Preferred Time & Date

FOR ALL OTHER INSPECTIONS

If your permit was issued through Cloudpermit please submit an inspection request directly through the portal. Please [read this article](#) for requesting inspections. All other inspection requests for permits not issued via cloudpermit and inquiries can



be sent to Nikki Segovia, Building and Planning Clerk at nsegovia@pemberton.ca. Please be sure to include the following in your request:

- Civic address of the property
- Permit number
- Type of inspection
- Email address for the person onsite
- Contact telephone for the person onsite
- Requested date and time

Once received, both inspection requests and permit inquiries will be responded to in a first come first served manner. A calendar invite will be sent to you with the confirmed date and time.

Please refer to the following inspection guidelines to see which type of inspection is permitted per inspection type.

INSPECTIONS

A Note on Photos: Where photos are required, if the required photos are not submitted to the Village's standards as outlined in the table below, the inspection may be failed.

Please have a set of approved plans on site for all inspections

Inspection + Description	Permitted Inspection Types	Required Photos or Documents
Site Services – Water and/or Sewer Installation of new water service. Water must be available, a single run of water line from municipal connection to interior of foundation with pressure gauge attached.	In Person – Conducted by VOP Public Works	<ul style="list-style-type: none"> • As-Built Drawing required before Occupancy
Foundation Drainage/Damproofing After removal of form-work from a concrete foundation and installation of perimeter drain tiles and damp proofing, but prior to back-filling against foundation	Photos or In Person	Required Photos: <ul style="list-style-type: none"> • Address of Project • Drain tile prior to covering with drain rock and fabric • Drain rock and Fabric • Damproofing of all applicable walls • Drain tile Termination Point
Footings Placement of all footing forms prior to pouring concrete. Geotechnical sub-grade review to confirm soil suitability and structural review of reinforcing steel required at the time of inspection	RVI or In Person	<ul style="list-style-type: none"> • Structural Review from Structural Eng. • Geotech Sub-grade review
Foundation Wall Construction of foundation wall including all external elements. Structural review of reinforcing steel and form location certificate from a licensed surveyor is required prior to the placement of concrete. Geotechnical field review required prior to back fill.	Photos or In Person	<ul style="list-style-type: none"> • Geotech field review • Structural review of reinforcing steel Required Photos: <ul style="list-style-type: none"> • Address of project • Width of foundation form with tape measure

		<ul style="list-style-type: none"> • Photo of installed rebar prior to buttoning up foundation wall (all walls)
<p>Underground Plumbing Before a building drain, sanitary or storm sewer is covered. If any part of the plumbing system is covered before it is inspected and approved, it shall be uncovered if the Building Inspector so directs, and when considered necessary, underground building drains, branches, storm drains, and sewers shall be re-tested after the completion of all back-filling and grading by heavy equipment.</p>	Videos or In Person	<ul style="list-style-type: none"> • Plumbers Declaration • Video showing: • Building drains, branches, storm drains • Ground material plumbing is installed in • Gauge on air test • Or Drainage waste pipe filled with water with a minimum of 5 feet of head pressure
<p>Pre-Slab After the 6 mil (UV rated) poly and reinforcing steel is placed over the compacted gravel base of the concrete slab but prior to any concrete being placed for the floor.</p>	Photos or In Person	<p>Required Photos:</p> <ul style="list-style-type: none"> • 6 mil poly taped and caulked along foundation edges and at any penetrations
<p>Heating, Ventilation, Air Conditioning Installation of all duct work, prior to concealment. Heating System Design certificate, Installation certificate, CSA F280 heat loss calculations, appliance selection worksheet and line drawing required to be submitted prior to inspection.</p>	RVI or In Person	<ul style="list-style-type: none"> • HVAC Installers Declaration and TECA worksheets required prior to inspection
<p>Water Supply Lines All water lines installed, an air pressure test of 35kPa for 15 mins without a drop in pressure will be required.</p>	RVI or In Person	<ul style="list-style-type: none"> • Plumbers' declaration may be submitted in Lieu of an inspection
<p>Drainage, Waste, Vent piping Installation of all drainage, waste and vent piping . A test for this portion is required of 3 metres of head pressure on DWV.</p>	RVI or In Person	<ul style="list-style-type: none"> • Plumbers' declaration may be submitted in Lieu of an inspection
<p>Framing Construction of all structural framing and stairs. (Rough Plumbing, HVAC ducting and Electrical completed and approved, doors, windows & roofing installed.) P.Eng structural review of framing required for all aspects outside of the scope of Part 9 of the BCBC. Engineered drawings must be provided for roof trusses. Sheathing is part of the framing inspection. Fire suppression permit applications must be received and approved at this stage.</p>	RVI or In Person	<ul style="list-style-type: none"> • T.E.C.A. Ventilation checklists are required at this stage
<p>Air barrier Installation of a continuous air barrier. There are several options for providing an effective Air Barrier. Confirmation may require an inspection during several inspection stages.</p>	RVI or In Person Or A Blower Door Test Conducted by a Certified Professional	
<p>Fire separation Installation of all required fire separation including fire stopping components. Data sheets for the fire stopping components must be provided.</p>	RVI or In Person	
<p>Insulation Installation of the insulating material and vapour barrier. Blown-in insulation can be installed after the ceiling drywall is applied and confirmed at the Occupancy inspection.</p>	Photos or In Person	<ul style="list-style-type: none"> • Blower door test and Mid Construction Verification Report

		Required Photos: <ul style="list-style-type: none"> Insulation R-value and spacing of joists
Tubs, Showers, and valves Tubs & Showers to be filled 24hrs in advance of scheduled inspection	Photos or In Person	Required Photos: <ul style="list-style-type: none"> Water at the fill line at hour 0 and the water at the fill line at hour 24
Plumbing Final Installation of all CSA approved plumbing fixtures and hot water tank (PRV, check valves and water meters must be installed where required). A test for this portion of the plumbing system may be required.	RVI or In Person	<ul style="list-style-type: none"> A plumber's declaration is required for plumbing final and a line drawing may be required
Final Occupancy Completion of ALL life and fire safety, heating, electrical and plumbing components. All engineering schedules and ALL required closing documentation is to be submitted prior to requesting the inspection.	RVI or In Person	<ul style="list-style-type: none"> All engineering schedules and ALL required closing documentation is to be submitted prior to requesting the inspection.
WETT Inspection A WETT inspection is a review of the components of a wood-burning system to ensure that they are installed correctly, are maintained in good working order, and that all parts of the system are compatible with one another. *If you are installing a Wood Stove or Insert a WETT Inspection is required to be done by a third party before Occupancy can be achieved.	Certified WETT Inspection Report	<ul style="list-style-type: none"> Certified WETT Inspection Report
Pool & Hot Tub Final Check for continuous fencing, self closing gate and to ensure that required setbacks have been met	Photos or In Person	Required Photos: <ul style="list-style-type: none"> Fencing and any self-closing gates
Site Survey Non-Encroachment Certificate (Form Inspection) may be required to confirm minimum set-backs Final Surveyed Site Plan will be required prior to framing inspection which may include elevation survey. Include elevation survey.	RVI or In Person	Legal Survey
Culvert Inspection Inspection of a Culvert Installation	In Person conducted by Public Works	
Site Alteration To close out a major Site Alteration permit To close out a major Site Alteration permit To close out a major Site Alteration permit	In Person	

**THIS LIST IS INTENDED AS A GUIDE ONLY
 FOR ADDITIONAL INFORMATION PLEASE REFER TO THE BUILDING BYLAW NO. 912, 2021**

Questions?

Please contact nsegovia@pemberton.ca for any additional questions you may have.