

BEFORE YOU BUILD...

**NEW HOME
INSPECTIONS
HANDBOOK**



**BUILDING
PERMITS**



City of
Saskatoon
Building Standards

NOTICE

DISCLAIMER: Nothing here relieves any person from complying with any Federal or Provincial law or regulation, bylaw, or any requirement of any lawful permit, order or license. If inconsistent with any Codes applicable to the inspection being done, the appropriate code requirements will be enforced.

Updates and changes to this document can occur without notice at the discretion of the City of Saskatoon, Building Standards. It is the sole responsibility of the user to ensure they have the most current version available.

The most current version of this document is posted online at: www.saskatoon.ca/buildingstandards.

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NOTE:

The City of Saskatoon adopts the National Building Code of Canada (NBC). Throughout this document the NBC will be referenced as the building code. All information in this document is provided from the NBC 2010, The Building Bylaw (No. 7306), The Zoning Bylaw (No.8770), and The Plan Review and Building Inspection Program (No. C09-029).

1.0 Purpose

The City of Saskatoon, Building Standards Division has made this New Home Inspection Handbook available to serve as a guide for understanding the City's inspection process and requirements. The intent of this handbook is to aid the permit holder in preparing for, and calling in, at the mandatory inspection stages.

2.0 Definitions

“Business Day” means 8:00 am to 5:00 pm on Monday to Friday not including Statutory or Civic holidays.

“City” means the City of Saskatoon

“Civic Address” means the street address as assigned by the City of Saskatoon.

“NBC” means the National Building Code of Canada current version as adopted.

“OH&S” means the Occupational Health and Safety Act, Regulation and Code.

“Permit Holder” means the person a building permit has been issued to.

“UBASA” means the Uniform Building and Accessibility Standards Act.

3.0 Inspection Stages

There are five (5) mandatory inspection stages:

1. Footing
2. Pre-backfill
3. Framing
4. Vapour Barrier
5. Ready for Occupancy, Before Use or Final Stage

Follow-up inspections may be required for any of the mandatory inspection stages.

Building code items are inspected in accordance with Appendix B and C in The Plan Review and Building Inspection Program (No. C09-029).

4.0 General Inspection Conditions

- Building sites and site access must be in conformance to OH&S.
- Site safety must be in conformance to OH&S.
- Site ramps, guards and handrails must be in place and properly secured in conformance with either OH&S or NBC as amended by UBASA.
- On the day of a requested inspection, the permit holder must ensure that the site is accessible between the hours of 9:00 AM and 4:30 PM to ensure the Building Inspectors can complete their inspections. If the site is not accessible a re-inspection is required to be scheduled before work can continue.
- The correct civic address is required to be posted on site before beginning the permitted construction. Address lettering must be visible from the public street and shall not be less than 100 mm tall. The letters must be on a contrasting color to the background on which they are posted.
- The official record of an inspection is the City's computer records. The computer system supersedes any handwritten documentation received on site.
- The Building Inspector shall not perform an inspection if the required documentation is not provided at the time of the inspection. Required documentation includes:
 - At the Framing stage, the shop drawings shall be located near the kitchen area. The shop drawings are required to:
 - include the designing company's credentials, such as a title block.
 - be to scale.
 - Be legible, undamaged and unstained, located in a brown envelope located in the kitchen area. A framing contractors copy is not acceptable.
 - include the floor(s) and roof layouts of minimum 11 X 17 size.
 - include individual truss drawings.
 - At the Vapour Barrier stage, spray foam design sheets (if applicable) are to be visible and easily accessible by the Building Inspector.
 - At the Ready for Occupancy, Before Use or Final Stage, ventilation verification form, previous reports as requested on inspection reports, and manufacturer documentation (if applicable) for fireplace appliances are to be visible and easily accessible by the Building Inspector.

5.0 Requesting a Building Inspection

The building permit holder or designate can request a building inspection by phone or online booking at:

Phone: (306)-975-7924

Or

www.saskatoon.ca/buildinginspections

To receive a building inspection for the next business day the inspection request must be received prior to 3:00 pm the previous business day (i.e. call by 3:00 pm on Friday to request an inspection for Monday.)

Inspections may be requested in advance however it is recommended that they are scheduled the business day before the requested inspection date.

Inspections may be cancelled by visiting the website up to midnight the business day before or by calling (306)-975-7924 no later than 8:30 am on the date of the requested inspection

Building Inspectors may not and will not cancel an inspection. All cancellations shall be processed through the website or inspection line at:

Phone: (306)-975-7924

Or

www.saskatoon.ca/buildinginspections

6.0 Inspection Results

The Building Inspector will leave an inspection card, on or near the foundation for footing and pre-backfill inspections or in the kitchen area for framing, vapour barrier and final inspections, indicating the results of the inspection. Inspection reports which may include deficiencies are available to the permit holder the following business day through the website. Original copies of the inspection report are mailed to the permit holder. The results of the building inspection can be viewed electronically by visiting the website on the same day the inspection report is available. *A handwritten inspection report may be left on site however the computer generated inspection report contains the official inspection report deficiencies.*

Site Noted Inspection Results

As a result of the inspection, the Building Inspector shall leave a colored card indicating the results of the inspection and what the next mandatory inspection stage is. The Building Inspector will not call the inspection contact to give the results of the inspection, if the inspection contact requires the results of the inspection immediately then a representative should be available on site at the time of the inspection.

- **“Green Card”** means the construction can continue to the next mandatory stage with or without deficiencies.
- **“Red Card”** means that the construction needs to be corrected and re-inspected before continuing to the next mandatory stage.
- **“Blue Card”** means the site was not accessible and the inspection was not completed. The inspection stage needs to be re-scheduled for inspection. Proceeding to the next stage is unacceptable.

It is the permit holder’s responsibility to ensure that a mandatory inspection stage has been authorized to move to the next inspection stage by obtaining the “Green Card” from the building permit construction site. Proceeding to the next inspection stage without authorization may result in the issuance of both a Stop Work Order and an Order to Remedy, including uncovering of deficiencies at the expense of the permit holder.

The Building Inspectors contact information is located in the upper right corner of the inspection report. The Building Inspectors are available in the office from 8:15 am to 9:00 am to clarify the individual deficiencies on an inspection report.

7.0 Footing Stage

Items inspected include (not limited to):

- Site security
- Approximate building location
- Building size
- Footing and Column Pad size, condition and location
- Granular fill placement on the interior of the footing.

8.0 Pre-backfill Stage

Items inspected include (not limited to):

- Approximate building location
- Building size
- Foundation wall condition
- Form tie holes filled
- Exterior dampproofing or waterproofing
- Weeping tile installation including granular coverage.
- Footing stage deficiencies

All exterior foundation deficiencies related to either the footing or pre-backfill inspection need to be addressed prior to moving to the framing stage.

9.0 Framing Stage

Conditions of inspection:

- All interior and exterior framing to be completed.
 - Including garage box down design for bonus rooms located above the garage.
 - Including rough framing for “B” vents and wood burning stoves or fireplaces.
- The building must be at lock-up stage, all windows, doors and stairs must be installed.
- The framing shop drawings must be on site, legible, undamaged and unstained, located in a brown envelope located in the kitchen area. A framing contractors copy is not acceptable.

Items inspected include (not limited to):

- Spatial separations (glazed opening sizes)
- Framing as per the supplied shop drawings
- Point load blocking
- Telepost location with respect to column pads.

Roof shingles are not required at this stage but may be noted as a condition. The permit holder must ensure that there is protection from weather prior to the insulation and vapour barrier being installed.

The permit holder may progress past the exterior sheathing with the cladding at this stage, except to cover exterior structural framing components (eg. Front verandah roof system)

10.0 Vapour Barrier Stage

Conditions of inspection:

- All interior insulation, vapour barrier and air barrier components installed.
 - Including garage box down design for bonus rooms located above the garage.
- Spray foam form as approved must be on site, undamaged and unstained, located in an envelope in the kitchen area.

Items inspected include (not limited to):

- Spray foam or rigid foam insulation installation
- Batt insulation installation
- Vapour barrier and air barrier continuity
- Framing stage deficiencies

All deficiencies from previous inspection stages need to be addressed and passed prior to receiving authorization to proceed to the Pre-Occupancy (Final) Stage. Deficiencies are required to be visible for the inspection and shall be uncovered at the expense of the permit holder.

11.0 Ready for Occupancy, Before Use or Final Stage

Conditions of inspection:

- Ventilation verification form must have been previously submitted to the inspection office prior to the inspection or located in an envelope in the kitchen area at the time of the inspection.

Items inspected include (not limited to):

- All code related items for the building interior to be complete.
- All life safety related items in place:
 - Guards and handrails including exterior front entrance.
 - Smoke and carbon monoxide alarms.
 - Restriction of access to future decks.
- Exterior finish to be totally weather tight and durable.
- Ventilation components:
 - Interconnection of furnace and principal exhaust fan
 - Location of return air grill(s)

All interior deficiencies must be complete to be granted approval for occupancy. Seasonal items (i.e. cladding and site drainage) can be addressed at a later date.

12.0 Cancel, Expire, Extend or Transfer Permit Process

A building permit shall be considered cancelled if it is found that work authorized by the building permit has not started within 6 months of the issue date of the building permit.

A building permit shall expire if it is found that construction has started within 6 months of the date of issue but has since been suspended or abandoned for a period of 6 months. An expired building permit may be reinstated at the written request of an applicant within thirty (30) days of expiry provided there have been no changes made to the approved drawing plans under the original building permit submission. Additional fee(s) are required prior to reinstatement.

A building permit may be extended a maximum of two (2) times with the term of each extension not exceeding 6 months, as long as the permit has not been cancelled or expired, and there is no change to the scope of work. If a permit is expired, it may not be extended.

To request either a building permit reinstatement or extension, the applicant must request so in writing directly to:

Community Services Department
Building Standards Division
222 – 3rd Avenue North
Saskatoon, SK S7K 0J5
Or
inspections@saskatoon.ca

The request must include:

- Building Permit number (BP-XXXX/XX)
- Civic address of building permit location
- Permit holder's full name and contact phone number.

The permit holder may be contacted by the Building Standards Division to discuss the request for building permit reinstatement or extension.

A building permit may be transferred to the owner of a site, provided a transfer of building permit form is completed and signed by the permit holder and owner.



For more information contact:

Community Services Department
Building Standards Division
222 3rd Avenue North
Saskatoon SK S7K 0J5
Phone: (306) 975-1427
Fax: (306) 975-7712

www.saskatoon.ca/buildingstandards
inspections@saskatoon.ca

Office Hours

Monday to Friday: 8:00 am to 5:00 pm

Inspection Requests

Phone: (306) 975-7924

www.saskatoon.ca/buildinginspections

This handbook has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact Building Standards Division for assistance, as the City of Saskatoon accepts no responsibility to persons relying solely on this information.