

## Tenant Improvement - Inspection and Documentation Guide

Approved permit plans must be on site for all trade and building inspections.  
Please ensure conditions that may be noted on building and trade permits are met.

Depending on scope of work, not all inspection/documentation items noted may be applicable.

City inspection approvals are required prior to work being covered.

**Documentation** must be submitted **with inspection request**. Failure to provide documentation with inspection request will result in no inspection being conducted and inspection will be resulted with a failed status.

Email inspection request **with** documentation to: [permitinspections@cnv.org](mailto:permitinspections@cnv.org)

### FOOTINGS / FORMS INSPECTION – prior to concrete pour

- Registered Professional field review - geotechnical
- Registered Professional field review - structural

### PRE-SLAB INSPECTION – prior to concrete pour

- Plumbing under slab inspection complete
- Electrical under slab inspection complete
- Registered Professional field review - fill (depending on depth, material, compaction)
- Registered Professional field review - architectural

### FRAME INSPECTION – prior to insulation and boarding

- Plumbing rough-in inspection complete
- Gas rough-in inspection complete
- Electrical rough-in inspection complete
- Sprinkler rough-in inspection complete
- Registered Professional field review - architectural
- Registered Professional field review - structural
- Registered Professional field review - mechanical
- Fire stop – CAN / ULC S115 - as per listed system
- Fire rated separations / shafts / drops / supports - as per listed assembly
- Fire block complete
- HVAC / ductwork installed
- Lonsdale Energy Corporation – contact directly for site review

## **INSULATION / AIR & VAPOUR BARRIER / SOUND TRANSMISSION INSPECTION**

- Registered Professional field review - architectural
- Sound transmission details / resilient channel - as per listed assembly
- Spray foam documentation - date/time of application / R value / product type
- No inspection within 48 hours of spray foam application

## **DRYWALL / FIRE SEPARATION INSPECTION – prior to mud / tape**

- Registered Professional field review - architectural
- Fire stopping - CAN / ULC S115 – as per listed system
- Fire rated separations / shafts / drops / supports - as per listed assembly

## **FINAL BUILDING INSPECTION – work complete and life safety systems operational**

- Plumbing final inspection complete
- Gas final inspection complete
- Electrical final inspection complete
- Sprinkler final inspection complete
- Fire Department – commercial kitchen trip test inspection complete

### **Letters of Assurance - Schedules C-A / C-B**

- Co-ordinating Registered Professional
- Architectural
- Structural
- Mechanical
- Plumbing
- Fire Suppression – sprinklers
- Fire Suppression – commercial kitchen system
- Electrical
- Geotechnical

### **Professional Reviews**

- Alternative Solutions – Letters of Completion
- Fire Department – commercial kitchen trip test
- Fire Alarm Verification – new and/or modified devices / system
- Technical Safety Authority – elevator/lifts – final inspection report
- Technical Safety Authority – gas - final inspection report
- Registered Professional field review - suspended - ceiling systems / T bars / bulkheads / architectural features / equipment
- Registered Professional field review - glazed walls / door assemblies / guards
- Lonsdale Energy Corporation – final site approval – contact directly

**CITY OF NORTH VANCOUVER**

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NORTH VANCOUVER, BC V7M 1H9  
T 604 982 WORK (9675)  
GATEWAY@CNV.ORG



**As-Constructed drawings – may be requested depending on site changes**

- Each page to indicate **As-Constructed and Dated**
- PDF format
- Email to: [buildingpermits@cnv.org](mailto:buildingpermits@cnv.org)

**Please note:**

- Final Building and Trade Inspection Notices are issued for tenant improvement work
- A Certificate of Occupancy is issued for new base buildings only
- If a new business is occupying the tenant space – business owner to contact Business Licence Department regarding business licence process. [licence@cnv.org](mailto:licence@cnv.org)

**This is a list of items with a high failure rate and is provided as a guide to successful results. During the course of construction, additional inspections and documentation may be requested.**

**To avoid failed inspections, inspections not conducted and re-inspection fees, ensure work is complete, meets minimum BC Codes, CNV Bylaws and WorkSafeBC.**

**BUILDING PERMIT CARD TO BE POSTED. APPROVED PERMIT DRAWINGS MUST BE ON SITE FOR ALL BUILDING AND TRADE INSPECTIONS. REVISIONS TO APPROVED PERMIT DRAWINGS REQUIRE APPROVAL IN ADVANCE OF INSPECTIONS.**