

Tenant Improvement Inspection Documentation Checklist

Depending on scope of work, not all items noted may be applicable. During the course of construction, additional inspections and documentation may be requested.

FORMS INSPECTION – prior to concrete pour

- Bearing capacity and formwork – P. Eng field report

PRE-SLAB INSPECTION – prior to concrete pour

- Plumbing Under slab inspection complete
- Electrical Under slab inspection complete
- Fill – P. Eng field report (depending on depth, material, compaction)
- Environmental Separation Architect Field report

FRAME INSPECTION

- Plumbing Rough-in inspection complete
- Gas Rough-in inspection complete
- Electrical Rough-in inspection complete
- Sprinkler Rough-in inspection complete
- Ductwork installed
- Fire Block complete
- Fire Stop complete – CAN / ULC S115
- Fire stop listed system to be on site for inspection
- Fire Block / Fire Stop Architect field report
- Structural P. Eng field report
- Suspended ceiling systems / bulkheads / drops P. Eng field report
- Lonsdale Energy Corporation – site review - email

INSULATION / VAPOUR BARRIER INSPECTION

- No inspection within 48 hours of spray foam application
- Spray foam documentation of date/time of application / R Value / Product
- Sound transmission details installed
- Insulation / Vapour Barrier / Sound Transmission Architect field report

DRYWALL / FIRE SEPARATION INSPECTION – prior to mud / tape

- Fire Rated Separations / Shafts / Assemblies
- Fire Stopping complete – CAN / ULC S115
- Fire Separations – listed system – documentation on site
- Fire Rated Separations / Fire Stopping Architect field report

FINAL BUILDING INSPECTION

- Final Building Inspection Notices are issued for tenant improvement work.
 - Certificate of Occupancy is issued for new base building only.
 - New business occupying tenant space – business owner to contact Business Licence Division regarding licence process
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- Plumbing final inspection complete
 - Gas final inspection complete
 - Electrical final inspection complete
 - Sprinkler final inspection complete
 - Fire Department – commercial kitchen trip test inspection complete

FINAL BUILDING INSPECTION – Documentation

- One complete package of applicable documentation to submit in advance of final inspection

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:

- Fire Department – commercial kitchen trip test
- Fire Alarm Verification – additional / removed / replaced / modified – fire alarm system / devices
- Technical Safety Authority – elevator/lifts – final inspection report
- Technical Safety Authority – gas - final inspection report
- Suspended ceiling systems / T bars / bulkheads / architectural features / equipment – P. Eng assurance
- Glazed wall / door assemblies / guards – P. Eng assurance
- Lonsdale Energy Corporation – final site approval – email

As-Built drawings:

- May be requested by inspector – depending on site changes from permit drawings
- PDF format – each page to indicate 'As-Built' and dated.

**PERMIT DRAWINGS AND DOCUMENTATION TO BE ON SITE FOR BUILDING AND TRADE
INSPECTIONS
SITE SAFETY TO BE MAINTAINED AT ALL TIMES
TO AVOID FAILED / CANCELLED INSPECTIONS AND RE-INSPECTION FEES**