

SINGLE AND TWO-FAMILY DWELLINGS OCCUPANCY INSPECTION CHECKLIST

Building Section - Development, Engineering, and Sustainability Department
105 Seymour Street, Kamloops, BC, V2C 2C6
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Project Address:				BP No.	
This list is intended to provide general items required to obtain an occupancy inspection and occupancy certificate under the City of Kamloops Building Regulation Bylaw No. 11-84, 2025. In order to assist with making the final building inspection successful, please ensure that PRIOR TO REQUESTING the final inspection, the following has been completed. Items for consideration include, but are not limited to, the following:					
GENERAL					
N/A	Required	Received			
☐	☐	☐	Final inspections have been completed by registered professional (RP) <u>prior to final City inspection</u> , which typically include: - Structural - Geotechnical - Fire suppression (sealed record drawings required)		
☐	☐	☐	Submissions of Schedule C-B's from RPs of record		
☐	☐	☐	Submission of permit status notification (PSN), certificate of inspection (COI), or declaration acceptance from Technical Safety BC for all gas and electrical permits		
☐	☐	☐	Submission of Energy Advisor as-built compliance checklist and EnerGuide label		
☐	☐	☐	Outstanding deficiencies completed - no outstanding tasks		
☐	☐	☐	Work completed in accordance with reviewed plans, changes noted.		
☐	☐	☐	Covenant conditions met, such as, but not limited to: - Geotechnical - Driveways/panhandles - Irrigation - Urban wildland interface - Fire suppression (sprinklers) - Flood plain - no finished areas below FCL		
☐	☐	☐	Permits issued for any: - Hot tubs - Retaining walls - Suites - Swimming pools - Basement finishing - Accessory buildings		
Comments:					
PLANNING CONSIDERATIONS					
N/A	Required	Received			
☐	☐	☐	Development complies with development permit conditions. These may include DPs for: - Panhandle developments - SFD to TFD (duplex) conversions - Carriage suites - Small lot developments (<320 m²) - Riparian area (RAR) - Silt bluff		
☐	☐	☐	Landscaping complete and approved by Planning, including boulevard		
☐	☐	☐	No secondary suites provided and complies with the City of Kamloops Wet Bar Permitted Elements policy		
☐	☐	☐	Fencing correct location and height		
☐	☐	☐	Parking requirements met		
Comments:					

ACCESS/ENGINEERING CONSIDERATIONS			
N/A	Required	Received	
☐	☐	☐	Access meets Kamloops Fire Rescue vehicle access requirements
☐	☐	☐	Driveway widths per <i>Subdivision and Development Control Bylaw 4-33</i> , Section 6.15.3
☐	☐	☐	Driveway clearances provided from streetlights, kiosks, and hydrants.
☐	☐	☐	Second accesses approved by the Engineering Section (i.e. corner lots, large frontage, etc.)
☐	☐	☐	City storm facilities (ditches) open - proper culverts approved by Engineering and installed by City crews
☐	☐	☐	No obstructions or construction within the road dedication
☐	☐	☐	Sidewalk and/or curbs undamaged
☐	☐	☐	Inspection chambers in good condition and protected (H-20 loading in driveway)
☐	☐	☐	Street cleaned
☐	☐	☐	Rainwater leaders (downspouts) not piped to sidewalk or rad edge - terminated on private property

Comments:

INTERIOR - BUILDING			
N/A	Required	Received	
☐	☐	☐	Stairs: equal rise and run, headroom, width, slip resistant, landings provided at top and bottom
☐	☐	☐	Handrails: clearances, full flight, graspable, secured (1.2m o/c)
☐	☐	☐	Guards: Maximum 4" opening, correct height, correct location
☐	☐	☐	Garage/dwelling door self-closing, self-latching, and weather stripped
☐	☐	☐	Garage/dwelling penetrations sealed
☐	☐	☐	Smoke alarms provided in bedrooms and hallways (hardwired, battery backup, interconnected, with silence switch), and tested.
☐	☐	☐	Carbon monoxide alarm provided in each bedroom or within 5 m of an attached garage or fuel-burning appliance
☐	☐	☐	Bedroom windows correct size and operational
☐	☐	☐	Attic insulation placard installed, and attic access lid weather stripped and insulated
☐	☐	☐	Principal exhaust fan (PEF) provided (correct size and sound ratio) and continuous
☐	☐	☐	PEF switch provided and labelled "PEF-Leave On"
☐	☐	☐	Furnace circulation fan set to continuous
☐	☐	☐	Exhaust fans in washrooms and kitchen
☐	☐	☐	Supply air diffusers and return air grilles installed
☐	☐	☐	Return air provided at each floor, under grille at bedroom doors
☐	☐	☐	Waterproof floor finishes provided at entryways, laundry, kitchens, and bathrooms
☐	☐	☐	Door viewer provided
☐	☐	☐	Proper exterior door hinge and deadbolt screws provided (including garage/dwelling door)
☐	☐	☐	Bathroom door installed
☐	☐	☐	EnerGuide label installed on electrical panel
☐	☐	☐	Electrical cover plates installed, GFI at/near sinks
☐	☐	☐	Three-way switch at stairs
☐	☐	☐	Lighting provided in each room and exterior door

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INTERIOR - BUILDING (continued)

N/A	Required	Received	
☐	☐	☐	Electrical panel checked for non-permitted appliances.
☐	☐	☐	Unfinished basements: • Proper rise at stairs • Bathroom fan roughed-in • Rim joist insulation in place, protected • Foamed plastic protected • Blocking provided at bearing walls • Fire blocking provided at dropped ceilings • Ceiling finishes provided for sprinkler piping protection and operation

Comments

EXTERIOR - BUILDING

N/A	Required	Received	
☐	☐	☐	Lot grading as per plans and Subdivision grading plan, or as-built plans submitted and accepted
☐	☐	☐	Final slopes and treatments complete
☐	☐	☐	Property line swales constructed
☐	☐	☐	As applicable: catch basins, cisterns, lawn drains, and drywells complete as per plans
☐	☐	☐	Rainwater leaders (downspouts) to splash pads or storm
☐	☐	☐	Daylighted perimeter drains and/or roof drains provided with erosion control and managed on site
☐	☐	☐	Retaining walls per plan
☐	☐	☐	Grading and elevations completed as per drawing for spatial separation and number of storeys
☐	☐	☐	Clearance provided from siding to finished grades
☐	☐	☐	Clearance provided from siding to roof surfaces
☐	☐	☐	Handrails, guardrails, stairs, ramps, and landings complete
☐	☐	☐	Slip-resistant finishes on treads and landings
☐	☐	☐	Building address provided and visible from street
☐	☐	☐	Exterior finishes and roofing complete as per plans
☐	☐	☐	Cladding at foundation drops sealed
☐	☐	☐	Protected soffits complete
☐	☐	☐	Deck guards provided and secure (manufacturer's specifications or engineering as applicable)
☐	☐	☐	Non-combustible cladding at building projections (i.e., hatch, fireplace, etc.) with protected soffit
☐	☐	☐	Hose bibbs secured and equipped with atmospheric vacuum breaker
☐	☐	☐	Proper flashings installed (material, location, end dams, etc.)
☐	☐	☐	Proper vent terminations and exhaust/intake hoods
☐	☐	☐	Plumbing vent terminations correct
☐	☐	☐	Radon pipe termination weatherproof

Comments:

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INTERIOR - PLUMBING

N/A	Required	Received	
☐	☐	☐	Water meter installation complete and recorded
☐	☐	☐	HWT service lines insulated to 2 m from tank
☐	☐	☐	Condensate neutralizer installed
☐	☐	☐	Tubs and shower bases caulked
☐	☐	☐	Cleanouts provided at sinks and accessible
☐	☐	☐	Air admittance valve specifications provided
☐	☐	☐	Proper traps and materials provided at plumbing fixtures
☐	☐	☐	Approved fixtures installed
☐	☐	☐	Waterproof finishes provided above tub and shower rims
☐	☐	☐	Water hammer arrestors provided and secured at dishwashers and clothes washers
☐	☐	☐	HWT expansion tank, vacuum breaker, shut-offs, T&P valves, and relief tube correct above pan
☐	☐	☐	Pressure-reducing valve required if water pressure >550 kPa(80 psi)
☐	☐	☐	Shut-off valves at fixtures
☐	☐	☐	Backflow preventers (irrigation)
☐	☐	☐	Island sink drainage, cleanouts, and venting correct
☐	☐	☐	Hot and cold water working
☐	☐	☐	Waterline sleeve sealed
☐	☐	☐	PE water service provided with check valve

Comments:

INTERIM OCCUPANCIES

Interim occupancy may be considered provided life, health and safety requirements have been met and Schedule C-Bs are provided from the registered professionals of record and Technical Safety BC finals have been received.

Interim occupancy may be granted where non-safety items are to be completed but are seasonal in nature. These include items such as weather-dependent cladding (stucco, stone, brick, etc.) and landscaping. Although guards can be dependent on the provision of cladding for attachment, they must be installed to obtain an interim occupancy.

Where interim occupancy has been granted, a reinspection of the dwelling will be required prior to the issuance of an occupancy permit and return of securities.

NOTE: PARTIAL OCCUPANCY FEE

See [Fees and Charges Bylaw No. 44-14, Schedule "C"](#)

Where an owner/agent, contractor, professional engineer, or architect requests a partial occupancy inspection or where a partial occupancy may be granted by the Building Official, the prescribed fee and security (as noted in [Fees and Charges Bylaw No. 44-14, Schedule "C"](#)) must be paid prior to the partial occupancy being granted.