
Technical Memo - Inspection Process Changes

This notice is to inform all stakeholders that the City's Building Inspection Section is making process changes that will affect when we conduct requested inspections. The following is a list of the changes and their effective dates of implementation:

1. Registered Professional Field Reviews

- a. Field reviews from all registered professionals on file for the project will be required to be submitted to the Building Inspection Section PRIOR TO a Building Official conducting a requested inspection. Field reviews are to be submitted through our new central email address buildingpermits@kamloops.ca rather than to a specific Building Official.
 - i. Example: If you have a geotechnical and structural engineer on your project, you will need to have them both conduct and provide field reviews prior to the Building Inspection Section conducting your requested inspection. Hard copies left on site are also acceptable; however, if the review is not on site when we attend, it will result in a REJECTED inspection result. You will be required to call for an additional inspection when the field review has been submitted, and you may be charged a re-inspection fee.
- b. The implementation date is effective immediately.
 - i. If concrete is poured prior to a Building Official providing a passing/partial result, you may be subject to enforcement in the form of fines, as prescribed in City of Kamloops Building Bylaw No. 11-80, Division 20, and be forced to remove, at no cost to the City of Kamloops, the portion of poured concrete that does not meet the reviewed building permit requirements.

2. Documents On Site

- a. As per City of Kamloops Building Bylaw No. 11-80, Division 5, **ALL** City-reviewed building permit drawings and site documents **MUST** be continuously available at the site during working hours. All permits will be issued with a weather resistant permit bag where all documents should be kept. Building Officials will no longer be bringing City files with them to job sites.
- b. The implementation date of this requirement will be November 1, 2022.
 - i. If the permit package is not available on site, the Building Official may not conduct the inspection, and you will need to call for a re-inspection when the documents are available. This may trigger an additional inspection fee, which must be paid **PRIOR** to the new inspection being conducted.
 - ii. This is an existing requirement in the Building Bylaw that will be enforced on a regular basis. For legal and liability reasons, City files can not leave the Development, Engineering, and Sustainability Department.

3. Plastic H-Clips

- a. The use of plastic H-clips for edge support of roof sheathing will no longer be an acceptable practice.

- i. 2018 BCBC 9.23.16.6 Edge Support - 1) Where panel-type roof sheathing requires edge support, the support shall consist of metal H clips or not less than 38 mm x 38 mm blocking securely nailed between framing members.
- b. The key word here is "...**metal**...". The code does not give an allowance for any other material other than metal.
- c. The implementation date of this change will be December 1, 2022.
 - i. Failure to use the appropriate materials (38 mm x 38 mm blocking or metal H-clips) will result in a REJECTED inspection result and the contractor having to either install the required blocking or re and re the roof sheathing with the correct H-clips, at no cost to the City of Kamloops.

4. Field Inspection Safety Requirements

- a. See attached bulletin addressing site safety requirements and right to refuse inspection.
- b. The implementation date is effective immediately.

5. Form work surveys

- a. Form work surveys will be required prior to the pouring of concrete foundations. See included Building Bulletin 22-03 Survey Requirements for details on what is to be included on the survey
- b. The implementation date for this change will be January 1, 2023.
 - i. If concrete is poured prior to a Building Official providing a PASS/PARTIAL inspection result, you may be subject to enforcement in the form of fines as prescribed in the Building Bylaw, Division 20, and be forced to remove, at no cost to the City of Kamloops, the portion of poured concrete that does not meet the reviewed building permit requirements.

Key Changes

To comply, builders must work with their specific registered professionals to ensure that field reviews are completed and submitted **PRIOR** to City staff attending site to conduct an inspection.

To comply, builders must ensure that the building permit documents package that the permit is based on are continuously available at the site for use by the Building Official or the requested inspection may not be conducted until they have been made available.

To comply, builders must start using "METAL" H-clips or provide the prescribed edge blocking to comply with the 2018 BC Building Code, unless permitted to do otherwise by the City's Building Inspection Section.

To comply, builders must start ensuring that site safety measures are enforced and be aware that the City's Building Officials have a right to refuse the requested inspection if they do not feel there is a safe environment.

To comply, builders must work with their specific BC land surveyor to provide the required survey a minimum of 24 hours in advance of requesting a foundation inspection and receive written authorization from a Building Official granting permission to pour concrete. Projects involving Planning and Development Division input, such as for multi-family, commercial, or part of a development variance permit, may take up to 72 hours to process siting and or height verification.

Have questions? We're here to help. Please contact the Building Inspection Section at 250-828-3554 or building@kamloops.ca for more information.