



District of Lillooet

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BUILDERS' BULLETIN: REMOTE VIRTUAL INSPECTIONS & INSPECTIONS IN THE ABSENCE OF A BUILDING OFFICIAL

This bulletin is intended to provide clarification on conducting remote virtual inspections and photo inspections in the District of Lillooet. Inspection services will continue to be delivered on a modified basis. Please be sure to consult the relevant District of Lillooet Bylaws or contact staff if you have questions.

Remote Virtual Inspections (“RVI”)

Remote Virtual Inspections (“RVI”) may be conducted at the discretion of the Building Official. RVIs are intended as a temporary option during the building official vacancy and are not intended to replace onsite inspections in the long term.

General Requirements

In order for an RVI to be scheduled, the following is required:

- There shall be a valid permit for the construction/installation to be inspected
- The permit holder, contractor, or contractor representative shall be onsite for the RVI
- The permit holder, contractor, or contractor representative shall have a smart phone or other electronic device with video capabilities onsite for the RVI and there must be sufficient cellular signal or Wi-Fi available at the site

To request for a RVI, please email building@lillooet.ca identifying:

- Civic address of the property
- Permit number
- Type of inspection
- Email address for the person onsite
- Telephone number for the person onsite
- Requested date and time

Once the request is received, it will be forwarded to the Building Official. If your request for a RVI is approved, you will receive a calendar invitation with a link to the Microsoft Teams meeting. To ensure that your RVI occurs, it is recommended that you download “Microsoft Teams” onto your mobile device for free from your app store. You do not need to register an account and can sign in as a guest. Please ensure that you allow the app to access your camera and microphone.

Once your inspection commences via Microsoft Teams, the Building Official will direct you to move through the site and to point the video camera at certain locations. If there is any associated documentation required, it is to be submitted to the Building Official in advance of the RVI. The Building Official will confirm the required documentation in advance of your RVI in your email invitation.

Please ensure that all inspection requests are submitted with as much notice as possible, at least two (2) business days in advance is required. Please note that all inspections will be booked on a first come, first serve basis and, if your request cannot be fulfilled at your requested date and time, it will be put in the next available slot.

WATER AND SEWER CONNECTION INSPECTIONS

Water and/or sewer connection inspections will be conducted by the District’s Public Works team. Please email info@lillooet.ca at least two (2) business days in advance of your requested inspection date. Do not attempt to schedule your inspection through the Public Works department directly, your request will be denied. In your email request to info@lillooet.ca, please include the following:

- Civic Address
- Permit Number
- Site Contact (Name, Phone Number, Email)
- Preferred Date and Time

FOR ALL OTHER INSPECTIONS

All other inspection requests and inquiries can be emailed to building@lillooet.ca. Please ensure to include the following information in your request:

- Civic Address
- Permit Number
- Type of Inspection
- Email Address for the person onsite
- Phone Number for the person onsite
- Requested Date and Time

Once received, both inspection requests and requests for information will be responded to on a first-come first-served manner. A calendar invite will be sent to you with the scheduled date and time.

Please refer to the following inspection guidelines to see which type of inspection is permitted.

INSPECTIONS

A NOTE ON PHOTOS: Where photos are required, if the required photos do not meet the District’s standards as outlined in the table below, the inspection may not be passed.

PLEASE HAVE A SET OF APPROVED PLANS ON SITE FOR ALL INSPECTIONS

Inspection Type	Permitted Inspection Method	Required Photos and/or Documents
Site Services – Water and/or Sewer Installation of a new service.	In Person – conducted by Public Works	As-Built Drawing required before occupancy
Foundation Drainage / Damproofing After removal of form-work from a concrete foundation and installation of perimeter drain tiles and damproofing, but prior to back-filling against foundation	Photos, RVI or In Person	Required Photos: <ul style="list-style-type: none"> • Address of Project • Drain tile prior to covering with drain rock and fabric • Drain rock and fabric • Damproofing of all applicable walls • Drain tile termination point
Footings Placement of all footing forms prior to pouring concrete. Geotechnical sub-grade review to confirm soil suitability and structural review of reinforcing steel required at the time of inspection	RVI or In Person	Structural Review from Structural Engineer Geotechnical sub-grade review
Foundation Wall Construction of foundation wall including all external elements. Structural review of reinforcing steel and form location certificate from a licensed surveyor is required prior to the placement of concrete. Geotechnical field review required prior to back fill	Photos, RVI or In Person	Geotechnical field review Structural review of reinforcing steel Required Photos: <ul style="list-style-type: none"> • Address of project • Width of foundation form with tape measure • Installed rebar prior to buttoning up foundation wall (all walls)

<p>Pre-Slab After the 6 mil (UV rated) poly and reinforcing steel is placed over the compacted gravel base of the concrete slab but prior to any concrete being placed for the floor</p>	<p>Photos, RVI or In Person</p>	<p>Required Photos:</p> <ul style="list-style-type: none"> • 6 mil poly taped and caulked along foundation edges and at any penetrations
<p>Heating, Ventilation, Air Conditioning Installation of all duct work, prior to concealment. Heating System Design certificate, Installation certificate, CSA F280 heat loss calculations, appliance selection worksheet and line drawing required to be submitted prior to inspection</p>	<p>RVI or In Person</p>	<p>HVAC Installers Declaration and TECA worksheets required prior to inspection</p>
<p>Water Supply Lines All water lines installed, an air pressure test of 35kPa for 15 minutes without a drop in pressure will be required</p>	<p>RVI or In Person</p>	<p>Plumbers' Declaration may be submitted in lieu of inspection</p>
<p>Drainage, Waste, Vent Piping Installation of all drainage, waste and vent piping. A test for this portion is required of 3 metres of head pressure on DWV</p>	<p>RVI or In Person</p>	<p>Plumbers' Declaration may be submitted in lieu of an inspection</p>
<p>Framing Construction of all structural framing and stairs. (Rough Plumbing, HVAC ducting and Electrical completed and approved, doors, windows & roofing installed.) P.Eng structural review of framing required for all aspects outside of the scope of Part 9 of the BCBC. Engineered drawings must be provided for roof trusses. Sheathing is part of the framing inspection. Fire suppression permit applications must be received and approved at this stage.</p>	<p>RVI or In Person</p>	<p>TECA Ventilation Checklists are required at this stage</p>

<p>Air Barrier Installation of a continuous air barrier. There are several options for providing an effective Air Barrier. Confirmation may require an inspection during several inspection stages</p>	<p>RVI or In Person</p>	<p>A Blower Door Test conducted by a certified professional may be submitted in lieu of an inspection</p>
<p>Fire Separation Installation of all required fire separation including fire stopping components. Data sheets for the fire stopping components must be provided</p>	<p>RVI or In Person</p>	
<p>Insulation Installation of the insulating material and vapour barrier. Blown-in insulation can be installed after the ceiling drywall is applied and confirmed at the Occupancy inspection</p>	<p>Photos, RVI or In Person</p>	<p>Blower Door Test and Mid Construction Verification report</p> <p>Required Photos:</p> <ul style="list-style-type: none"> • Insulation R-value and spacing of joists
<p>Tubs, Showers, Valves Tubs & Showers to be filled 24hrs in advance of scheduled inspection</p>	<p>Photos, RVI or In Person</p>	<p>Required Photos:</p> <ul style="list-style-type: none"> • Water at the fill line at hour 0 and the water at the fill line at hour 24
<p>Plumbing Final Installation of all CSA approved plumbing fixtures and hot water tank (PRV, check valves and water meters must be installed where required). A test for this portion of the plumbing system may be required</p>	<p>RVI or In Person</p>	<p>A Plumbers' Declaration is required for plumbing final and a line drawing may be required</p>
<p>Final Occupancy Completion of ALL life and fire safety, heating, electrical and plumbing components. All engineering schedules and ALL required closing documentation is to be submitted prior to requesting the inspection</p>	<p>RVI or In Person</p>	<p>All engineering schedules and ALL required closing documentation is to be submitted prior to requesting the inspection</p>

<p>WETT Inspection A WETT inspection is a review of the components of a wood-burning system to ensure that they are installed correctly, are maintained in good working order, and that all parts of the system are compatible with one another. *If you are installing a Wood Stove or Insert a WETT Inspection is required to be done by a third party before Occupancy can be achieved</p>		<p>Certified WETT Inspection Report</p>
<p>Pool & Hot Tub Final Check for continuous fencing, self closing gate and to ensure that required setbacks have been met</p>	<p>Photos, RVI or In Person</p>	<p>Required Photos:</p> <ul style="list-style-type: none"> • Fencing and any self-closing gates
<p>Site Survey Non-Encroachment Certificate (Form Inspection) may be required to confirm minimum set-backs Final Surveyed Site Plan will be required prior to framing inspection which may include elevation survey. Include elevation survey</p>	<p>RVI or In Person</p>	<p>Legal Survey</p>
<p>Culvert Inspection Inspection of a culvert installation</p>	<p>In Person – conducted by Public Works</p>	
<p>Site Alteration To close out a major site alteration permit</p>	<p>In Person</p>	

THIS LIST IS INTENDED AS A GUIDE ONLY
FOR ADDITIONAL INFORMATION PLEASE REFER TO THE BUILDING BYLAW OR EMAIL
building@lillooet.ca