

Bulletin: Residential – Final Inspection & Release of Occupancy Permit



Bulletin # 22-01
Created: February 14, 2022

This Bulletin is for informational purposes only.

Purpose

This bulletin is to provide information and instruction to Home Owners and Contractors regarding Final Inspections for Occupancy Permits of residential buildings.

Requirements

Please ensure the below items are complete to ensure a successful Final Inspection

- 1) Your permit card is posted on site, and it is clearly visible
- 2) Your approved drawings are on site and available to your inspector
- 3) All required documents have been submitted or are on site for pick up by inspectors – these include but are not limited to.
 - a. All scheduled C-Bs (if applicable)
 - b. Heat Loss and Ventilation Checklists
 - c. Energy Advisor report
- 4) All related heating and plumbing permits have received a completed final inspection

Information

Once all permits are finalised, the file is given to occupancy clerk by your inspector. The occupancy clerk reviews and sorts the file to ensure all documents are included to allow the file to be archived. If complete the Occupancy Clerk will prepare the Occupancy Permit for signature by the inspector or manager. Any missing items will be relayed to **Applicant** via email.

Changes to our process

NEW – As of June 30th, 2022 occupancy permits will be emailed to Applicants unless an email was not provided, in which case a hard copy will be mailed. The City of Kelowna's commitment is to issue occupancy permits in 1 -3 days.

Booking an inspection

Gather your required information – permit number(s), permit type(s), site address, date of requested inspection, site contact and phone number and either

Call our 24 hour inspection line - [250-469-8977](tel:250-469-8977) OR

book online at www.kelowna.ca

Inspections requested prior to 3:30 PM on a business day, will be booked for the following business day. We do not call to schedule these, so ensure you have someone on site or provide adequate contact/access information with your inspection request.

City Staff will book open heating and plumbing permits along with final building inspection if these have not already been booked by applicants, it remains the applicants responsibility to ensure these are complete and all required information has been submitted or is one site. If the heating / plumbing inspector is unable to complete their final inspection, the building inspector must reject the final building inspection. All inspections must then be rebooked.

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