

Occupancy Inspection Checklist		Done
1.0 Documentation		
1.1	HVAC - TECA Checklist	
1.2	Geotech Schedule C-B and Field Reports	
1.3	Structural Engineer Schedule C-B	
1.4	Surveyor - BLC (Building Location Certificate) sent to city	
1.5	CEA Compliance Certificate	
1.6	Insulation Certificates 1) Attic Blown In Insulation 2) Spray Foam insulation	
1.7	Glass Railing Engineer Certificate (City of Salmon Arm)	
1.8	Glass Railing Engineer Certificate - Site Specific (CSRD)	
2.0 Plumbing		
2.1	Hot water heating, test in one of sinks	
2.2	Pull I/C plugs, verify both sewer and storm drain pulled.	
2.3	One full bathroom functioning	
2.4	Functioning kitchen sink	
2.5	Add covers over floor drain in furnace room	
2.6	Verify remote water meter installed and connected furnace room	
3.0 HVAC		
3.1	Functioning Furnace and ventilation, test thermostat	
3.2	Functioning Range with Exhaust fan	
3.3	If SECONDARY SUITE - Fire dampers or HRV (Heat Recovery Ventilation) system installed	
4.0 Electrical		
4.1	Check for Dual Smoke/Carbon Monoxide Detectors in hallway outside bdrms, main dwelling and suite. Must be installed with 10m of bdrm door	
4.2	Ionization Smoke alarm in all bedrooms, main dwelling and suite.	
4.3	IF SECONDARY SUITE: Confirm that the Photo Electric Smoke detector in main dwelling is installed and working. It must be interconnected with the photo-electric detector in Secondary Suite	
4.4	Cover plates for all electrical fixtures	
5.0 Health & Safety		
5.1	House Numbers installed with Street address	
5.2	Screens in all windows	
5.3	Verify Roxul, fireblocking in furnace room to fill joist spaces	
5.4	Central Vac Pipe in garage has cover and caulking around drywall opening to prevent fumes from garage area moving into rest of house.	
5.5	Verify that all openings around pipes, ductwork as well as all cracks or breaks in the firewall are patched with drywall mud and tape.	
5.6	Fire door between garage & house - AUTO CLOSE hinges installed	
5.7	Guards, handrails, Railings 36" lower floor 42" exterior	
5.8	Guard rails installed on exterior concrete steps if more than 3 steps	
5.9	Non-Vented soffit installed OR min 1.2M distance between fascia board and property line	
5.10	Verify front door has a window to see who is at front door. It can be a peep hole in solid door OR clear glass window in door or immediately beside door. Frosted glass is not acceptable	
5.11	Verify all exterior doors have a minimum of two 3.5" screws in each hinge. Required	
5.12	If SECONDARY SUITE Verify that the firewall in furnace room runs parallel to floor joists, the drywall should go up to bottom of floor sheathing	
5.13	All exposed spray foam insulation must be covered with drywall, plywood, or roxul wool	
6.0 Final Fixtures		
6.1	Door stoppers on every door	
6.2	Door handles on every door	
6.3	Shelving installed in all closets, pantry & laundry room.	
6.4	Inspect windows for damages, vinyl can sometimes be heated back into shape if bent.	
6.5	Verify all exterior doors, interior doors and cabinet doors are aligned and close properly	
6.6	Plastic box/cover installed for Washing machine taps / Drain	
6.7	Covers on every heat vent, under kitchen sink and laundry room sink	
6.8	Weather stripping on attic access panel	
6.9	Test Overhead Garage Door, main wall mount control, exterior keypad and remote control	