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Planning & Development Services

Required Notice and Inspections

All new construction in the City of Quinte West is subject to inspection by City Building Officials. Buildings must meet the health and safety provisions of the Ontario Building Code, the Building Code Act, the Building By-law and other applicable law and standards. Building Division staff also perform special investigations of illegal construction and unsafe buildings.

The Ontario Building Code, Subsection 1.3.5. requires permit holders to give (2) two business days' notice to the Chief Building Official when your building is ready for mandatory inspections at each critical stage of construction.

It is your responsibility to contact the City of Quinte West Building Division to conduct the following required inspections once your construction starts. Neglecting these inspections may cause costly delays and time consuming work stoppages.

1. The commencement of construction or demolition
2. The readiness to construct the footings prior to pouring concrete
3. The readiness to construct foundation walls that contain reinforcement bars prior to pouring concrete
4. The substantial completion of footings and foundation prior to backfilling
5. The substantial completion of structural framing prior to insulation
6. For plumbing and drainage work , the substantial completion of and testing of:
 - a. Outside water services, sanitary and storm sewer connections prior to backfilling
 - b. Interior underground storm and sanitary drains prior to backfilling
 - c. Rough-in of drainage, waste vents and water pipe systems and;
 - d. Finalizing plumbing systems
 - e. Fire service mains
7. The substantial completion of insulation, vapour barriers and air barriers prior to boarding
8. The substantial completion of roughing-in of heating, ventilation, air-conditioning and air-contamination extraction equipment
9. The commencement of construction or installation of:
 - a. Masonry fireplaces and chimneys
 - b. Factory built fireplaces using solid fuel and allied chimneys; and
 - c. Solid fuel burning appliances (wood stoves) and allied chimneys
10. The substantial completion of required fire separations and closures and fire protection systems (standpipe, sprinkler, fire alarm, emergency lighting systems)
11. The substantial completion of fire access routes
12. The substantial complete of interior finishes
13. The substantial completion of all construction prior to occupancy
14. The substantial completion of exterior cladding and site grading

To arrange for inspections call (613) 392-2841 and ask for the building inspector in your area, or ask for the building division. Office hours are 8:30-4:30, at other times, for your convenience, you may leave a voice mail message by telephone or an email message sent to building@quintewest.ca.

Have available the address of the property, building permit number, stage of inspection required, date of inspection requested (minimum (2) two business days' notice) and a contact name and number.