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**BULLETIN 2000-010-AD**

**APRIL 19, 2007**

*(Revised)*

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**SITE INSPECTION RECORDS BAG**

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To: ALL CONTRACTORS AND CONSTRUCTION PERMIT HOLDERS

To provide better service to you, our customers, the Inspection Services Division has a procedure for recording permit inspections at construction sites. This will ensure that builders and other trade contractors have a written record of each inspection. This will also facilitate the processing of any Occupancy Permit as all records will be available for the applicant to provide to the Occupancy Permit Clerk.

The procedure is as follows:

- (1) A specially labelled plastic bag will be provided for every building permit applicant when the (building) permit is issued.
- (2) The plastic bag will be used to hold all construction (building, plumbing, electrical, etc.) permit "Job Cards" (they come with each permit), Certificates of Inspection, and other required site documents.
- (3) The Job Cards (for each trade) and the Certificate of Inspection (for the Electrical Inspection Branch) will be used to record inspections against each particular permit and will be left in the plastic bag after each inspection.
- (4) The plastic bag, with all site inspection records, must be kept on the construction site in a conspicuous, protected location until all permits are signed off on the final inspections.

**NOTE:** \* A re-inspection fee may be required and inspection service delays will result if the bag and inspection records are not on the site when the inspector arrives to do an inspection.

\* Please place the Records Bag in a conspicuous, protected area on the job site (ie. adjacent to the Electrical Panel) to prevent damage to the contents.

Original signed by

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