

Building Inspection Requests

As a trusted partner in the construction industry the City of Cambridge Building Division aims to work alongside you to complete your building permits and subsequent site inspections. Together we can ensure projects across the city are safely constructed.

We understand how complex construction scheduling demands are. Please ensure you are aware of the requirements for inspection requests to avoid any unnecessary delays.

1. Inspection preparation check-list

- Site Supervisor pre-walkthrough of the construction to confirm that the project is currently ready for inspection.
- Correct any deficiencies found during the pre-walkthrough.
- Submit all required reports to the Inspector or prepare hard copies to have on site (e.g., soils report, OLS certificates, Engineer's field review of framing).
- Have all approved documentation on site (e.g., permit drawings, stamped floor joist/truss layouts and component designs, HVAC designs).
- Determine preferred scheduling for inspections. Plan ahead and combine inspections to reduce the time necessary to complete. High time commitment inspections for multiple permits will require a few days to complete. (E.g., framing, HVAC Rough-in, Plumbing Rough-in)

2. Request inspection

It is the permit holder's responsibility to notify the Inspector when ready for inspection at each stage of construction. Please ensure all necessary work is completed before requesting an inspection.

To request an inspection, call the Inspector listed on the building permit at least 24 hours before the desired date with the following information:

- Building permit number
- Lot number, civic address and street name
- Timing preference of morning or afternoon—ensuring your availability for that half day
- Areas to be inspected (reference required inspections listed on permit)
- If partial inspection for multi-storey/unit, include floors/unit numbers
- Site contact name and phone number

For more information on the building permit inspection process, please contact your site inspector.

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