

# SAFETY CODES

## INSPECTION INFORMATION



To ensure your project is in compliance with the [Alberta Building Code](#) and all other applicable codes and standards, ALL required inspections must be scheduled, completed and compliant. The owner is responsible to ensure the requirements of the permit and applicable codes are met.

As per our [Quality Management Plan](#)

**3.8 Site Inspections** – Inspections, conducted in accordance with the technical service delivery standards detailed in [Schedule C](#) of the QMP, will determine and advise the owner of compliance to applicable codes and standards.

A Safety Codes Officer can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C to ensure compliance with the Act.

All safety codes inspections covered under the municipality's accreditation will:

- Be conducted:
  - By a certified and designated SCO.
  - At the stages, and within the time frames, noted in Schedule C of the QMP and
  - Within 5 working days of the requested inspection date.
- Determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards.
- Address the status of the work at the stage of inspection, any previous identified deficiencies, and any related work or condition observed.

**3.9 Site Inspection Reports** – An inspection report will be completed following an inspection. The inspection report will include.

- Name, signature, and designation number of the SCO conducting the inspection.
- Permit number, and the Municipality file number if applicable.
- Construction discipline associated with the work being inspected.
- name of the Municipality.
- Owner name, address, phone number, and email if applicable.
- Contractor name, address, phone number and email if applicable.
- Address of the site inspected.
- Date of the inspection.
- The stage(s) of work being inspected.
- A description of the applicable work in place at the time of inspection; all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code.
- All outstanding deficiencies from all previous inspection reports, and plan reviews.
- All observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is not a situation of imminent danger.
- Documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC.
- All observed situations of imminent danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

**3.10 No-Entry Policy** – If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

**3.11 Verification of Compliance (VOC)** – An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is NOT REQUIRED to accept a VOC.

**PLEASE NOTE:** It is at the discretion of the Safety Codes Officer to apply fines and/or fees associated with re-inspections or noncompliant issues. For a complete list of fees, please refer to our current [fee schedule](#).