

## IMPORTANT INFORMATION

### MANDATORY INSPECTIONS

#### Building Inspections

Pursuant to Part 2 of the Nova Scotia Building Code Regulations, the Building Official shall be notified and given an opportunity to inspect for compliance with the Building Code the following:

1. **footings** in place, forms removed (see location certificate requirement);
2. **foundation** – prior to backfilling, and before superstructure is placed upon;
3. **underground plumbing** – rough in under slab plumbing
4. **below grade insulation** (if required) – before the basement floor or slab-on-grade is placed;
5. **rough-in plumbing** – completed rough in plumbing of structure;
6. **framing** – weather tight, and roughed-in plumbing and mechanical systems;
7. **prior to drywall** – insulation prior to the installation of drywall or covering over framing; and
8. **building final** – final building and final plumbing prior to occupancy of the structure.

### ADDITIONAL INFORMATION

**Location Certificates** After your foundation, frost wall, or pre-engineered structural slab has been placed, a Surveyors Location Certificate is required. Only when this is received, and the Building Official is satisfied that the foundation is situated in compliance with the approved plans, will the mandatory foundation inspection be carried out.

**New Septic Systems** If a new septic system is to be installed, a copy of the final inspection report, prepared by a Qualified Person, must be provided to this office prior to our issuance of the Occupancy Permit.

### DISPOSAL OF C&D WASTE

**Construction and Demolition (C&D) Waste** Construction, renovation or demolition projects create waste such as lumber off cuts, wallboard leftovers, used shingles and old plumbing fixtures.

On February 3<sup>rd</sup>, 2015 Halifax Regional Council approved changes to the Solid Waste Resource Collection and Disposal By-law S-600. Please note that construction and demolition (C&D) waste is not included in the new export changes, therefore is not permitted to leave the boundaries of HRM.

C&D waste is unacceptable for disposal at the Otter Lake landfill and must be taken to a licensed C&D facility for processing. There are two (2) such licensed operations in HRM:

188 Ross Rd., Westphal (902-876-8644)

16 Mills Dr., Goodwood (902-876-8644)

### REQUESTING AN INSPECTION

Inspections can be requested via HRM's on-line Customer Portal at <https://plc.halifax.ca/hfxprod/pub/lms/Login.aspx>.

To arrange for an inspection for a legacy permit (6-digit permit number) call the inspection line at 902-490-7097.

Please include the permit number, type of inspection, address, and contact information.

Every effort will be made to conduct all requested inspections received prior to 7:00 am within 48 hours.

# IMPORTANT INFORMATION

## CONTACT US

**Building Officials** can be contacted at the numbers listed below.

**Please Note:** Building Officials spend much of their time in the field and may not always be immediately available to answer your call. Leave a detailed message and the Building Official will return your call within 1 business day.

### Major Projects

#### Building Officials

Derrick Arsenault	902-476-4494	Cyril Huntley	902-478-7743	Clayton Barker	902-456-5720
Kevin Lewell	902-476-0323	Adam Sadler	902-476-9278	Mike Morgan	902-476-9207
Richard MacMillan	902-476-4856				

**Supervisor** Dawson Patterson, Supervisor Building Standards, Major Projects - 902-718-6904

### Residential & Small Commercial

#### Building Officials

Don Bickford	902-476-1081	Paul Guest	902-240-4913	Troy Mansfield	902-476-2546
Katherine Lewis	902-476-0637	Adrian Cleveland	902-497-7821	Greg Henwood	902-292-7361
Aidan Woodford	902-471-9302	Ken Swinimer	902-476-1378	Jessica Thompson	902-430-5523
Greg Jeans	902-240-1486	Kristiana Brideau	902-476-4023	Steve Saword	902-222-1489
Abbas Yousefi	902-476-5043	Daniel Campagna	782-640-8869	James MacDonald	902-266-3217

**Supervisor** David Brettell, Supervisor Building Standards - 902-579-2498

### Residential & Assistant Building Officials

#### Building Officials

Jeff Graham	782-641-3828	Joshua Hirschfeld	902-943-9274	Liam Swartz	902-943-8788
Hannah Kelly	782-640-7696	Shawn Kennedy	902-476-9196		

#### Assistant Building Officials

Meagan Best	902-266-4459	Jeff Deveaux	782-641-3823	Joshua Hoskins	902-478-6879
Dane Ordway	902-717-6287	Victoria Dennis	902-399-5663	KC Mangali	902-483-9807

**Supervisor** Allison Patriquin, Supervisor Building Standards – 902-483-3499

## SUBMITTING INFORMATION

**Additional documents and information** such as Revisions, Surveyors Location Certificates, Engineers Letters, or other similar forms may be submitted electronically via HRM’s on-line Customer Portal.

Information for legacy permits (6-digit permit number) may be submitted via an eMail sent to [BuildDocs@halifax.ca](mailto:BuildDocs@halifax.ca).

**Please Note:** Documentation will no longer be accepted at HRM’s Customer Service Centers and must be submitted electronically in one of the formats indicated above.