



How to Request an Inspection for Occupied Residential Buildings

The City of Brampton takes COVID-19 seriously and continues to follow the advice of Peel Public Health. The City has made significant changes to services and programming to help protect the health and wellbeing of our community. The City of Brampton, Building Division, is accepting requests for remote video inspections of occupied residential buildings. To ensure your request is processed in a timely manner, please follow the instructions below.

- 1) Remote video inspections will be limited to residential use buildings regulated by Part 9 of the Building Code. Such as deck addition, addition to houses, two unit dwelling (basement apartments), basement finishes, below grade entrances, and similar permits for houses.
- 2) Inspection requests must be received using the [online request form](#) no later than 2:00 pm to be considered for the next business day. Inspections will only be booked Monday to Friday, excluding statutory holidays.
- 3) The Building Permit card must be posted at the front of the building and visible from the street.
- 4) Due to the number of requests, inspections may not be scheduled for the requested day. However, the requester will be advised by email at the end of the business day when their inspection is scheduled for.
- 5) Your email request should include the following details:
 - a) Permit Number
 - b) Address of the property
 - c) Mandatory Inspection stage required to be inspected (Refer to your Mandatory Inspections Card)
 - d) Full name and phone number of requester
 - e) Name of Company (if applicable)
 - f) Requested date of the inspection (same day not permitted)
 - g) Full name of the person physically attending the inspection (Inspection Attendee), phone number and email. Inspection Attendee may be the contractor or specific trade's person or a 'qualified person'.
 - h) Confirmation that the Inspection Attendee has mobile access to Skype for Business and is able to accept and create meeting invites via email.

Failure to submit all information requested may delay your inspection.

REMOTE VIDEO INSPECTIONS

Inspections will be completed remotely via Skype for Business or other compatible live video applications as determined between the Inspections Attendee and the City Inspector.

As the City Inspector will be inspecting remotely via live video, the Inspection Attendee must be physically present at the site for the City Inspector to conduct the inspection.

On inspection day, the assigned Inspector will communicate and conduct the inspection with the Inspection Attendee, who will use their mobile device via Skype for Business.

Note: The City Inspector may require additional work to be undertaken or additional information to be provided to conclude the mandatory inspection stage.

HOW WILL THE CITY INSPECTOR ENSURE COMPLIANCE WITH THE ONTARIO BUILDING CODE AND RELEVANT CITY BY-LAWS VIA REMOTE VIDEO INSPECTION?

The City Inspectors will be utilizing various tools to determine whether the inspections stage is in compliance with the relevant code or by-laws, such as:

- visual inspection, with the assistance of the Inspection Attendee and video applications
- the City Inspectors to visually inspect, by directing the Inspection Attendee, areas of concern at the site
- the City Inspectors may request specific photos relating to the site to be submitted via email
- the City Inspectors may request further information in order to satisfy the requirements of the inspection
- the City Inspectors may request professional reports (Engineer/Architect)

Thank you for your patience and understanding.