



*This information is provided for clarification purposes only and is not in substitution of any applicable City Bylaws or Provincial or Federal Codes or laws. In the case of any contradictions, legislative Codes, laws or Bylaws take precedence. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes, applicable Acts, regulations, and decisions and orders of any person or body having jurisdiction over the Lands.*

## Access to Inspection Staff

**No.: INFO-09**

**Date: 1998-01-05**

**Revised: 2020-10-07**

**This bulletin is to inform Applicants of the Inspector's availability, inspection scheduling, and priority.**

### Summary

- **COVID-19 Special Update:** Front counter services are currently not available to the public. Please schedule inspections at <http://inspections.richmond.ca/> or email [building@richmond.ca](mailto:building@richmond.ca) for assistance.
- Access to City of Richmond Building and Plumbing/Gas Inspection staff by telephone is available between 8:15am to 9:00am and 4:15pm to 5:00pm.

### Inspection Requests

- Inspection requests can be made by:
  - Online Inspection Request at <http://inspections.richmond.ca/>
- Please ensure that you have your eight digit permit number ready when requesting for an inspection.
- All inspection requests received prior to 8:00pm will be placed in the queue for the next business day.
- Inspections will be performed on a priority basis as follows:
  - **Building Inspections:** Inspections such as form work, elevation (slab), ductwork in slab, radiant heating, etc., where concrete is to be placed are given priority.
  - **Plumbing/Gas Inspections:** Plumbing, sewer and water line inspections for site services and underground are given priority.

### References

City of Richmond, *Inspections Required Brochure*

[www.richmond.ca/\\_\\_shared/assets/Inspections\\_Required\\_Building\\_\\_Plumbing\\_\\_Gas\\_\\_Site\\_Services\\_-\\_BA-B-69770.pdf](http://www.richmond.ca/__shared/assets/Inspections_Required_Building__Plumbing__Gas__Site_Services_-_BA-B-69770.pdf).

Should you have any questions, comments, or suggestions concerning this bulletin, please reference the Bulletin Number and email [building@richmond.ca](mailto:building@richmond.ca) or call the Building Approvals General Inquiries line at 604-276-4118.