



HEATING, VENTILATION & AIR CONDITIONING (HVAC) INSPECTION PROCESS

Edmonton

Why do you require an inspection?

Inspections are a required part of the permit process. Whether a home is being built or a smaller scale residential construction project is undertaken, the permit is not complete until all work passes the required inspections. The City of Edmonton's Safety Codes Officers conduct compliance monitoring inspections in alignment with applicable codes, standards and bylaws.

Note: The City of Edmonton oversees the inspection process but any work completed on residential property is the owner's responsibility.

Inspection Checklist

Single family, Semi-Detached & Row Housing (each unit is separate)

The following inspections are required, each occurring at different stages of your home's construction:

1. HVAC Stack Inspection

- City-stamped drawings on site
- Required documentation regarding equipment efficiencies, primary ventilation fan location
- Hood locations/clearances
- Ductwork system review (sealing, sizing and location)
- Required ventilation equipment (bath fans/HRV duct system)
- Heat loss
- Mechanical ventilation system manufacturers' information

2. HVAC Concealed Duct Inspection

- Ductwork system review (sealing, sizing and location)
- Location of gas lines and gas equipment venting relative to concealed spaces

3. Hydronic Inspection (example: In-floor heating)

- Insulation values
- Tubing system sizing, spacing, support and materials
- Pressure test
- Strike protection

4. Final Inspection

- Commissioning reports
- Kitchen range hood capacities
- System/appliance operation
- Final gas connections to appliances
- Appliance venting
- Full hydronic design completed by a certified designer (only if hydronics exist)

Miscellaneous HVAC permits (basement development, secondary suites, renovations and additions)

1. Concealed Duct Inspection

- Ductwork system review (sealing, sizing and location)
- Primary ventilation fan location (secondary suites only)

2. Final Inspection (excluding basement development)

- System/appliance operation
- Equipment capacities
- Structure heat loss
- Primary ventilation operation (secondary suites only)
- Kitchen exhaust capacities (secondary suite only)

Documentation required prior to requesting an inspection

- » Upon issuance of a permit, the permit holder must comply with the terms and conditions of the permit including requesting site inspections at specific stages of construction.
- » HVAC permits must be issued prior to requesting an inspection.

Requesting an inspection

- » Request inspections by visiting the project dashboard in selfserve.edmonton.ca or if necessary, by calling 311 (outside Edmonton: 780-442-5311).
- » Inspections methods include: In-Person, [Remote Video Inspections \(RVI\)](#) and [Verification of Compliance \(VOC\)](#).
- » Property address must be visible from the street
- » Individuals 18+ must be present to provide access for inspections in occupied dwellings
- » Ensure access to all areas of inspection is clear and unobstructed
- » Secure and contain all pets

Inspection fees

- (1) Unless otherwise specified, the fee payable for a permit includes all mandatory inspections.
- (2) A fee for an additional inspection is payable where:
 - (a) the municipal address of the parcel for which the permit was issued is not displayed; (b) when an inspection has been previously arranged; and, when (i) the inspector is unable to access the building (ii) the undertaking is not ready for an inspection or (iii) a previously identified deficiency has not been corrected.

(S.2, Bylaw 17000, January 1, 2015) (S.7, Bylaw 17450, January 1, 2016) (S.21, Bylaw 15894, Consolidated January 1, 2016)

Cancelling or rescheduling an inspection

Cancel or reschedule inspections by visiting the project dashboard in selfserve.edmonton.ca or if necessary, by calling 311 (outside Edmonton: 780-442-5311).

Cut off time for requesting a cancellation without reinspection fees is 12 pm on the business day prior to the day the inspection is scheduled. Reinspection fees apply to cancellation requests received later than that.

Documents required on site for an inspection

Copies of permits and City-stamped plans must be on site.

Possible inspection outcomes

Acceptable

No deficiencies need to be corrected.

Acceptable with conditions

Minor deficiencies have been identified but are not considered life safety.

Unacceptable

Multiple deficiencies or life safety concerns have been identified. Re-inspection is necessary before proceeding.

*** Life safety:** recognizing occupant safety and egress requirements

Timelines

- » Inspection can be requested based on the capacity of a given day. Once capacity has been reached, that day will no longer be available and a future date will need to be selected. Inspections are typically completed on the day requested.
- » Request an inspection before 12pm and where capacity remains, it will be scheduled for the following business day.
- » Required to begin work within 90 days of issuance of permit
- » Permits expire (24 months from date of issuance)

Safety

City of Edmonton inspectors adhere to [Provincial Occupational Health and Safety regulations](#) including for safe access and wearing appropriate footwear while conducting inspections.

Contact Info

Edmonton Service Centre
2nd Floor, 10111 – 104 Avenue NW
Edmonton, AB T5J 0J4

Monday to Friday 8:00am–4:30pm

Phone

In Edmonton: 311
Outside of Edmonton: 780.442.5311

Email

HVACtechdesk@edmonton.ca

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