



Planning & Development Services

PROCEDURE  
FOR  
CERTIFICATION OF  
FIELD REVIEW OF CONSTRUCTION  
MUNICIPAL SERVICES

Multi-unit Residential, Institutional, Commercial and Industrial Projects

1. At the time of the application meeting, the Project Lead will submit:
  - A. Owner's Letter of Undertaking for Field Review of Construction  
and , where an Engineer has been appointed by the Owner,
  - B. Engineer's Letter of Undertaking for Field Review of Construction completed by the Engineer appointed by the owner to coordinate the Field Review of Construction.
2. After issuance of the Building Permit and Streets & Services Permit's and at least 48 hours prior to excavation in the public right-of-way, notify by fax the Planning & Development Services Department using the attached fax transmittal form in the appropriate district as indicated on the permit. The notification shall include the permit #, project location, name of contractor, name of consultant, contact name and phone # for consultant and contractor.

Eastern	490-4661
Central	869-4254
Western	490-4645
3. Request for inspection of the connection to the mains must be made by 9:30am on the day of the connection. Please contact the appropriate office, noted below.

Eastern	490-4469
Central	869-4375
Western	490-5660
4. Notify Planning & Development Services, Inspection Group, in the appropriate district, of any proposed design changes.
5. Prior to request for occupancy permit submit the completed Engineer's Certificate of Compliance for Municipal Services with the completed service record card to the Planning & Development Services, Inspection Group in the appropriate district.

This Certification Process ensures that the Professional undertaking the design will be responsible for reviewing the actual construction. Discretionary audit inspections may be conducted by the HRM. The HRM will inspect **all connections** of the services to the public sewer mains.

12/14/01