



**Building Standards**

# **Building Official Intern Program Comprehensive Manual/Syllabus**

**Building Standards**

## **City of Markham Building Official Internship Program Syllabus**

### **1. Introduction**

- Program Overview: Brief description of the internship program, its purpose, and objectives
- Duration: Length of the internship
- Eligibility: Criteria for intern selection

### **2. Key Duties and Responsibilities**

- Permit administration: Intake of permit applications, review of permit submissions, and review of applicable law
- Plan examination: Review of Housing-Part 9 construction
- Building inspection: Inspection of new Housing-Part 9 construction or additions, alterations and small structures

### **3. Internship Structure**

- Orientation: Initial training and introduction to the organization
- Scheduling: Outline of daily tasks and responsibilities
- Mentorship: Assignment of a mentor to guide the intern
- Projects: Description of specific projects or tasks the intern will work on
- Evaluation: Methods for assessing the intern's performance

### **4. Policies and Procedures**

- Code of Conduct: Expectations for professional behavior
  - Code of Ethics and Conduct
  - Code of Conduct for Building Officials
- Attendance: Policies regarding working hours, breaks, and leave
- Confidentiality: Guidelines on handling sensitive information

### **5. Support and Resources**

- Training Materials: Access to necessary training resources and materials
- Workstation: Provision of a dedicated workspace and necessary tools
- Networking Opportunities: Opportunities to interact with other professionals in the field

### **6. Conclusion**

- Certification: Issuance of a certificate upon successful completion of the internship program
- Future Opportunities: Information on potential career paths and opportunities within the organization

## Introduction

This syllabus outlines the structure and expectations of the City of Markham Building Official Internship Program, ensuring a comprehensive and well-organized training experience for the interns. The internship program comprises a training and development program that includes ongoing evaluation and the requirement to pass the Ministry proficiency exams. This 18-month internship program is divided into four phases:

Phase 1: Permit Administration (Months 1 to 4)

Phase 2: Plans Examination (Months 5 to 8)

Phase 3: Building Inspections and Reporting (Months 9 to 12)

Phase 4: Combination of both Plans Examination and Building Inspections (Months 13 to 18)

The program is designed to provide the Building Code and regulatory training that will satisfy both the Provincial requirements and appointment by the Province as code-competent and the qualifications for the entry-level positions of Building Inspector I or Plans Examiner I with the City of Markham. Intern inspectors are referred to as Building Official Interns, consistent with the nomenclature of the Ministry of Municipal Housing and Affairs.

Recruiting qualified and code-competent Building Officials has been a challenge, given the limited pool in Ontario. To address this, the Building Standards Department has created a unique opportunity for college or university graduates (Building Construction Technologists, Engineering Technologists, Architectural Technologists, Engineers, and Architects). These graduates will be placed in an internship program, providing them with the necessary training and experience to fill Building Official vacancies. Interns are required to have a valid Ontario Class G Driver's licence and use of personal vehicle for business purposes required. They also require the ability to read/interpret plans/specifications

The Building Official Intern is responsible for the delivery of technical services related to the enforcement of the Ontario Building Code Act, the Ontario Building Code, and all applicable laws ensuring the minimum standards for public health, life safety, fire protection, access, environment and structural sufficiency are met in the design and construction of buildings in the City of Markham.

The Supervisor is the program manager of the internship program. The Supervisor is responsible for the day-to-day operation of the permit application review, approval process, inspection reviews, and site training at different geographic areas of the City and oversees the day-to-day training, development, and supervision of the interns. The Supervisor ensures that the internship program elements related to code compliance are established and delivered.

Here's a summary of the key points:

1. **Proficiencies and Knowledge:** Interns will receive a detailed breakdown of required proficiencies, knowledge, milestones, and assessment criteria.
2. **Staff Complement:** The department has 62 staff members, including 27 inspectors. Interns will be part of this team and receive guidance and coaching.
3. **Training:** Interns will benefit from additional training provided by the department and the City's Learning Centre, which aligns with the City's strategic and business goals.

4. **Supervision:** A supervisor will oversee the interns to ensure compliance with O.Reg 305/03.
5. **Training Stages:**
  - **Permit Administration Division:** Initial training.
  - **Permit Plans Review Division:** Reviewing building permit applications and construction plans.
  - **Building Inspections Division:** Final stage after passing required exams.
6. **Codes of Conduct:** Interns will review the Employee Code of Conduct and the Building Official Code of Conduct, along with other corporate policies.

## **KEY DUTIES AND RESPONSIBILITIES**

The intern will perform the following duties:

- Authorizes acceptance of the building permit or demolition application upon being satisfied that the submissions meet the various requirements
- Reviews and identifies the appropriate processes, timelines and fees to ensure sufficiency of information and technical completeness of the submitted documents and the accuracy of the fees
- Identifies, calculates and confirms the appropriate valuation of work for the determination of the applicable permit fees.
- Provides support and assistance to the customer service operations/staff to ensure their understanding of the requirements for permit submissions, additional requirements and/or approvals and/or fees, which may be relevant to a specific application, are clear.
- Responds to public inquiries and inquires from other stakeholders pertaining to the Building Code requirements and interpretations for residential Part 9 projects and/or performance standards and by-law requirements.
- Reviews residential Housing Part 9 construction drawings and specifications of submitted building and demolition permit applications in accordance with the Plan Examination Policies, Guidelines and Standards, ensuring compliance with the Ontario Building Code Act, Part 9 of the Ontario Building Code, the Zoning Bylaw and other applicable law, development agreements and approvals.
- Inspects specific phases of construction of new buildings or additions, alterations and repairs to residential Part 9 buildings and small structures, in accordance with the Building Inspection Policies, Guidelines and Standards, ensures compliance with the Ontario Building Code Act, the Ontario Building Code, the approved permit drawings, the applicable law, and development agreements and approvals.
- Special Investigation - visit to a property for the purpose of determining if a situation involving a building violates the Building Code Act or Regulations and implementing appropriate corrective measure

- Prepares and maintains records on plans examinations and reports of inspections performed, maintains inspections records and updates the electronic database.
- Performs other duties consistent with the duties outlined above.
- Works in accordance with applicable health and safety legislation, policies and procedures, and all other legislation, policies and procedures relevant to the work.

### **Internship Structure**

During the orientation period the Intern will complete the required onboarding Policy review/Compliance training MLC2.0 online which consists of the following:

- New Employee Orientation (NEO)
- Cybersecurity Awareness - eLearning
- Cybersecurity Awareness - Part 2 - eLearning
- Unconscious Bias - eLearning
- Records Management 101 - eLearning
- Cybersecurity Awareness - Part 3 - eLearning
- Reconciliation - 4 Seasons - Spring - eLearning
- Cybersecurity Essentials 2023: Protecting the City of Markham - Part 4 - eLearning
- Core Corporate Policies
- Health & Safety Awareness for Supervisors and Employees
- WHMIS General Worker Awareness Training
- Let's Talk About Racism: An Introduction to Anti-Black Racism - eLearning
- Customer Service Standard Module - eLearning
- Working Together: The Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act
- Cybersecurity: 2024 User Awareness Training - Part 5 - eLearning

This framework ensures a well-organized internship that provides valuable learning experiences and meets the needs of both the intern and the organization. Interns must demonstrate the specified skills and knowledge, achieving at least 70% on the Ministry of Municipal Housing and Affairs proficiency exams. The training and development program includes continuous evaluation and mandates the completion of the Ministry's examinations. Interns will be evaluated as per the Building Standards Internship program Quality Assurance Report which is broken down into the four phases. Please refer to Appendix A.

Throughout the 18-month program, interns will work under the guidance of the Supervisor. The Chief Building Official will review the program's progress every two months to ensure it is on track and meeting the expectations of both the employer and the interns. Additionally, the Chief Building Official will report to the Ministry as mandated by the Building Code. Refer to Table 1.1 for an overview of internship program.

**Table 1.1**

Phase	Duration	Proficiencies and Knowledge	Assessment Methodology
1	1-4 months	Permit administration, applicable law review, customer inquiries, training of Markham's online and paperless building permit process	Completion of the <i>Legal</i> exam and Demonstrated knowledge will be determined through detailed audits of assigned files
2	5-8 months	Plans examination of decks, minor interior alterations and detached structures < 50 m <sup>2</sup> .	Completion of the <i>House</i> exam And Demonstrated knowledge will be determined through detailed audits of assigned files
3	9-12 months	Inspection and reporting of decks, minor interior alterations and detached structures < 50m <sup>2</sup> Inspections with Special Investigation Unit	Completion of the <i>Plumbing House and HVAC House</i> exam and Demonstrated knowledge will be determined through detailed audits of assigned files
4	13-18 months	Plans examination of Custom infill homes, semi-detached dwellings and townhouse developments and Inspection/reporting of townhouse developments, semi detached dwellings and single custom dwellings.	Completion of the <i>On- Site Sewage System</i> exam and Demonstrated knowledge will be determined through detailed audits of assigned files

### **Time Line of Duties**

#### Month 1-4: Permit administration/Orientation

- Introduction to the organization and team
- Laptop/ /Email
- Request for identification/security access
- AMANDA/ Project Dox/ePlan Portal training
- Overview of internship goals and expectations
- Policy review/Compliance training MLC2.0
- Duties set out in Table 1.1
- Self-study of MMAH General Legal / Process Legal exam in office
- Weekly in office General Legal / Process exam review with facilitator
- Weekly check-ins with mentor

#### Month 5-8: Plans examination/Training

- Begin working on assigned projects such as: decks, accessory buildings, and minor alterations
- Review of Builder Tips for Housing
- Duties set out in Table 1.1
- Working at Heights, Ladder training, Site safety, First Aid training, WHMIS

- Weekly check-ins with mentor
- Self-study of MMAH House exam
- Weekly in office House exam review with facilitator

#### Month 9-12: Building inspections and Reporting

- Begin working on assigned projects such as: decks, accessory buildings, and minor alterations
- Duties set out in Table 1.1
- Review of Builder Tips for Housing
- Weekly check-ins with mentor
- Self-study of MMAH Plumbing House and HVAC House
- Weekly in office Plumbing House and HVAC exam review with facilitator

#### Month 13-18: Plans Examination/ Building inspections and Reporting

- Continue working on assigned projects such as: Custom infill homes, semi-detached dwellings and townhouse developments
- Additional training sessions if needed
- Review of Builder Tips for Housing
- Weekly check-ins with mentor
- Self-study of MMAH On-Site Sewage System exam
- Weekly in office On-Site Sewage System exam review with facilitator
- Completion of Internship program certificate

Refer to Appendix A for the following:

- Schedule for the four phases
- Builder Tips
- Standard Practices for each phase
- Building Standards Internship Program Quality Assurance Report

### **Corporate Policies and Procedures**

Policies communicate the City's values, expectations, and compliance with legislation. They cover safety at work, respect for all backgrounds, exceptional customer service, and ethical purchasing. The City of Markham upholds a code of conduct as per the Building Code Act. Building Officials ensure the quality, structural integrity, and safety of buildings, and are aware of potential conflicts of interest due to their special powers. Their conduct reflects the Building Department's commitment to professionalism, competence, honesty, fairness, and independence, adhering to both the letter and spirit of this code.

The objectives of this code of conduct are:

- To encourage proper standards of behavior by Building Officials in the execution of their powers and duties.
- To prevent practices that may constitute an abuse of power.
- To uphold high standards of honesty and integrity.

Here's a summary of the City of Markham's staff policies:

- **Respect in the Workplace:** Promotes a respectful and inclusive work environment.
- **Accessible Customer Service:** Ensures services are accessible to all customers, including those with disabilities.
- **Code of Ethics & Conduct:** Outlines the ethical standards and behaviors expected from employees.
- **Health & Safety:** Focuses on maintaining a safe workplace for all employees.
- **Corporate Social Media:** Provides guidelines for the appropriate use of social media in a professional context.
- **Zero Waste:** Encourages sustainable practices to minimize waste.

The City of Markham enforces its policies through a combination of training, monitoring, and disciplinary actions. These steps help maintain a safe, respectful, and ethical work environment.

Here's a general overview of how enforcement might work:

- **Training and Awareness:** Employees are educated about the policies during their onboarding process and through regular training sessions. This ensures everyone understands the expectations and guidelines.
- **Monitoring and Reporting:** Supervisors and managers monitor compliance with the policies. Employees are also encouraged to report any violations or concerns through established channels.
- **Investigations:** When a policy violation is reported, an investigation is conducted to determine the facts. This might involve interviews, reviewing documentation, and other fact-finding methods.
- **Disciplinary Actions:** If a violation is confirmed, appropriate disciplinary actions are taken. This can range from a warning or additional training to more severe consequences like suspension or termination, depending on the severity of the violation.
- **Continuous Improvement:** Policies are regularly reviewed and updated to ensure they remain effective and relevant. Feedback from employees and changes in legislation or best practices can prompt updates.

### **Attendance**

It is an expectation of employment that employees are fit to work on a consistent basis and take a proactive role in the maintenance of their health, wellness and safety in order to minimize absence from work.

### **Confidentiality**

When handling sensitive information, maintaining confidentiality is paramount. Ensure that such information is only accessible to authorized personnel. Use secure methods for storing and transmitting data, and always follow the principle of least privilege, granting access only to those who absolutely need it. Regularly review and update security protocols to safeguard against unauthorized access.



## **Support and Resources**

**Training Materials:** Employees have access to essential training resources, including:

- Ladder training
- Working at heights
- WHMIS (Workplace Hazardous Materials Information System)
- Site safety
- First aid training

**Workstation:** Employees are provided with a hybrid work schedule, as the building department shares a workspace. Workspace stations and the necessary tools to perform their job effectively are provided.

### **Networking Opportunities:**

There are opportunities to interact with other professionals in the field, which can be valuable for career growth and development. These resources are designed to ensure that employees are well-equipped, safe, and connected within their professional community. If you need more details on any of these resources, you can usually find them on Checkmark or by reaching out to your HR department.

## **Conclusion**

Once the intern successfully completes the internship program, the intern is eligible to apply for posted City vacancies. Full-time permanent status is achieved once the intern applies for and is appointed as the successful candidate for a full-time competition.

The Building Official Intern is responsible for the delivery of technical services related to the enforcement of the Ontario Building Code Act, the Ontario Building Code, and all applicable laws ensuring the minimum standards for public health, life safety, fire protection, access, environment and structural sufficiency are met in the design and construction of buildings in the City of Markham.

## Appendix A

### Training Schedule-Permit Administration

#### **DAY 1: Monday (*Meet at the Office*)**

- 8:30
  - Meet at the Security Desk (*Thornhill Entrance*)
  - Building walk around
  - Welcome Package
  - Equipment Sign Out
  - Introduction to the organization and staff that are in the Office
- 10:00
  - Meet with People Services on 3<sup>rd</sup> floor for PHOTO ID BADGE and NEW HIRE Enrollment
- 1:00
  - Organizational Structure
  - Overview of Internship Goals & Expectations
  - Work Hours & Plans Review Calendar
  - Teams
  - Mitel

#### **DAY 2: Tuesday (*Meet at the Office*)**

- 8:30
  - Resources: Q Drive, One Note
  - Website
  - Organizational Structure
- 10:00
  - ePlan training (with Nigel Lawrence, Process Management Administrator Team Lead)
- 1:00
  - eLearning (Markham Learn Centre)

#### **DAY 3: Wednesday (*Meet at the Office*)**

- 8:30
  - AMANDA training (with Nigel Lawrence, Process Management Administrator Team Lead)
- 10:00
  - eLearning (Markham Learn Centre)
- 1:00
  - Introduction to Project Dox Part 1 (with Nigel Lawrence, Process Management Administrator Team Lead)
  - eLearning (Markham Learn Centre)

**DAY 4: Thursday (*Meet at the Office*)**

- 8:30
  - Permit Administration Process (with Deborah John, Supervisor Permit Administration)
- 1:00
  - eLearning (Markham Learn Centre)

**DAY 5: Friday (*Meet at the Office*)**

- 8:30
  - Permit Administration Process (with Deborah John, Supervisor Permit Administration)
- 1:00
  - Introduction to Project Dox Part 1 (with Nigel Lawrence, Process Management Administrator Team Lead)
  - eLearning (Markham Learn Centre)

**DAY 6: Monday (*Meet at the Office*)**

- 8:30
  - Permit Administration Process (with Deborah John, Supervisor Permit Administration)
- 1:00
  - Introduction to Project Dox Part 2 (with Nigel Lawrence, Process Management Administrator Team Lead)
  - eLearning (Markham Learn Centre)

**DAY 7: Tuesday (*Meet at the Office*)**

- 8:30
  - Permit Administration Process (with Deborah John, Supervisor Permit Administration)
- 1:00
  - Self-study of Ministry of Municipal Affairs and Housing (MMAH) General Legal/Process exam
  - eLearning (Markham Learn Centre)

**DAY 8: Wednesday (*Meet at the Office*)**

- 8:30
  - Permit Administration Process (with Deborah John, Supervisor Permit Administration)
- 1:00
  - Weekly Teams check-in meeting (with Victor Goncalves, Supervisor Technical & Regulatory Training)
  - eLearning (Markham Learn Centre)

### **DAY 9: Thursday (*Meet at the Office*)**

- 8:30
  - Permit Administration Process (with Deborah John, Supervisor Permit Administration)
- 1:00
  - Self-study of Ministry of Municipal Affairs and Housing (MMAH) General Legal/Process exam
  - eLearning (Markham Learn Centre)

### **DAY 10: Friday (*Meet at the Office*)**

- 8:30
  - Permit Administration Process (with Deborah John, Supervisor Permit Administration)
- 1:00
  - Self-study of Ministry of Municipal Affairs and Housing (MMAH) General Legal/Process exam
  - eLearning (Markham Learn Centre)

### **Weeks 3-16 Schedule**

Monday	Tuesday	Wednesday	Thursday	Friday
8:30- Permit Administration Process (with Supervisor Permit Administration)	8:30- Permit Administration Process (with Supervisor Permit Administration)	8:30- Permit Administration Process (with Supervisor Permit Administration)	8:30- Permit Administration Process (with Supervisor Permit Administration)	8:30- Permit Administration Process (with Supervisor Permit Administration)
1:00- Self-study of MMHA General Legal/Process exam	1:00- Weekly in office MMAH General Legal/Process exam review (with Supervisor Technical & Regulatory Training)	1:00- Weekly Teams check-in (with Supervisor Technical & Regulatory Training)  Self-study of MMAH General Legal/Process exam	1:00- Self-study of MMAH General Legal/Process exam	1:00- Self-study of MMAH General Legal/Process exam

**Note: Completion of the MMAH General Legal/Process exam will be in week 14.**

## Training Schedule-Plans Examination

### **DAY 1: Wednesday (*Meet at the Office*)**

- 8:30
  - Introduction to the organization and staff that are in the Office
  - Review of standard practices
- 10:00
  - Project Dox Training (with Nigel Lawrence, Process Management Administrator Team Lead)
- 1:00
  - Self-study of Ministry of Municipal Affairs and Housing (MMAH) House exam

### **DAY 2: Thursday (*Meet at the Office*)**

- 8:30
  - Review of standard practices
  - Self-study of Ministry of Municipal Affairs and Housing (MMAH) House exam
- 1:00
  - Plans Examination (Imran Esmail, Supervisor Plan Examination)

### **DAY 3: Friday (*Meet at the Office*)**

- 8:30
  - Review of standard practices
  - Self-study of Ministry of Municipal Affairs and Housing (MMAH)) House exam
- 1:00
  - Plans Examination (Imran Esmail, Supervisor Plan Examination)

## **Weeks 2-16 Schedule**

Monday	Tuesday	Wednesday	Thursday	Friday
8:30-Self-study of MMAH House exam	8:30-Weekly in office MMAH Houses exam review (with Supervisor	8:30-Self-study of MMAH House exam	8:30-Self-study of MMAH House exam	8:30-Self-study of MMAH House exam

Monday	Tuesday	Wednesday	Thursday	Friday
1:00-Plans Examination (with Imran Esmail)	Technical & Regulatory Training) 1:00-Plans Examination (with Imran Esmail)	11:00-Weekly Teams check-in (with Supervisor Technical & Regulatory Training) 1:00-Plans Examination (with Imran Esmail)	1:00-Plans Examination (with Imran Esmail)	1:00-Plans Examination (with Imran Esmail)

**Note 1: Completion of the MMAH House exam will be in week 14.**

**Note 2: Required onsite and safety courses will be scheduled based on availability**

### Training Schedule-Building Inspections

#### **DAY 1: Monday (*Meet at the Office*)**

- 8:30
  - Introduction to the organization and staff that are in the Office
  - Review of standard practices
- 10:00
  - AMANDA/Inspectors app training (with Victor Goncalves, Supervisor Technical & Regulatory Training)
- 1:00
  - Self-study of Ministry of Municipal Affairs and Housing (MMAH) Mechanical & Plumbing exam

#### **DAY 2: Tuesday (*Meet at the Office*)**

- 8:30
  - Review of standard practices
  - Review of Builder Tips/Inspectors Guide for Inspections
- 10:00
  - AMANDA/Inspectors app training (with Victor Goncalves, Supervisor Technical & Regulatory Training)
- 1:00
  - Self-study of Ministry of Municipal Affairs and Housing (MMAH) Mechanical & Plumbing exam

**DAY 3: Wednesday (Meet at the Office)**

- 8:30
  - Review of standard practices
  - Review of Builder Tips/Inspectors Guide for Inspections
- 10:00
  - Inspections on site (with Victor Goncalves, Supervisor Technical & Regulatory Training)
- 1:00
  - Self-study of Ministry of Municipal Affairs and Housing (MMAH) Mechanical & Plumbing exam

**DAY 4: Thursday (Meet at the Office)**

- 8:30
  - Review of standard practices
  - Review of Builder Tips/Inspectors Guide for Inspections
- 10:00
  - Inspections on site (with Victor Goncalves, Supervisor Technical & Regulatory Training)
- 1:00
  - Self-study of Ministry of Municipal Affairs and Housing (MMAH) Mechanical & Plumbing exam

**DAY 5: Wednesday (Meet at the Office)**

- 8:30
  - Review of standard practices
  - Review of Builder Tips/Inspectors Guide for Inspections
- 10:00
  - Inspections on site (with Victor Goncalves, Supervisor Technical & Regulatory Training)
- 1:00
  - Self-study of Ministry of Municipal Affairs and Housing (MMAH) Mechanical & Plumbing exam

**Weeks 2-16 Schedule**

Monday	Tuesday	Wednesday	Thursday	Friday
8:30-Review of Standard Practices	8:30-Weekly in office MMHA Houses exam review (with	8:30- Review of Standard Practices	8:30- Review of Standard Practices	8:30- Review of Standard Practices

Monday	Tuesday	Wednesday	Thursday	Friday
Inspections on site (with Victor Goncalves, Supervisor Technical & Regulator Training)	Supervisor Technical & Regulatory Training)	SIU Inspections on site (with Andrew Bettencourt, Supervisor Special Investigations)	Inspections on site (with Victor Goncalves, Supervisor Technical & Regulator Training)	Inspections on site (with Victor Goncalves, Supervisor Technical & Regulator Training)
1:00- Self-study of MMAH Mechanical & Plumbing exam	Inspections on site (with Victor Goncalves, Supervisor Technical & Regulator Training)	1:00- Self-study of MMAH Mechanical & Plumbing exam	1:00- Self-study of MMAH Mechanical & Plumbing exam	1:00- Self-study of MMAH Mechanical & Plumbing exam
	1:00- Self-study of MMAH Mechanical & Plumbing exam			

**Note 1: Completion of the MMAH Mechanical exam will be in week 8.**

**Note 2: Completion of the MMAH Plumbing exam will be in week 14.**

### Training Schedule-Plans Examination/Building Inspections

#### **DAY 1: Thursday (*Meet at the Office*)**

- 8:30      • Plans Examination (Imran Esmail, Supervisor Plan Examination)
- 1:00      • Self-study of Ministry of Municipal Affairs and Housing (MMAH) Mechanical & Plumbing exam

#### **DAY 2: Friday (*Meet at the Office*)**

- 8:30      • Plans Examination (Imran Esmail, Supervisor Plan Examination)
- 1:00      • Self-study of Ministry of Municipal Affairs and Housing (MMAH) Mechanical & Plumbing exam



## **Weeks 2-12 Schedule**

Monday	Tuesday	Wednesday	Thursday	Friday
8:30-Self-study of MMAH House exam	8:30-Weekly in office MMAH Houses exam review (with Supervisor Technical & Regulatory Training)	8:30-Self-study of MMAH House exam	8:30-Self-study of MMAH House exam	8:30-Self-study of MMAH House exam
1:00-Plans Examination (with Imran Esmail)	1:00-Plans Examination (with Imran Esmail)	11:00-Weekly Teams check-in (with Supervisor Technical & Regulatory Training)	1:00-Plans Examination (with Imran Esmail)	1:00-Plans Examination (with Imran Esmail)
		1:00-Plans Examination (with Imran Esmail)		

## **Weeks 13-24 Schedule**

Monday	Tuesday	Wednesday	Thursday	Friday
8:30-Review of Standard Practices	8:30-Weekly in office MMAH Houses exam review (with Supervisor Technical & Regulatory Training)	8:30- Review of Standard Practices	8:30- Review of Standard Practices	8:30- Review of Standard Practices
Inspections on site (with Victor Goncalves, Supervisor Technical & Regulator Training)	Inspections on site (with Victor Goncalves, Supervisor Technical & Regulator Training)	Inspections on site (with Victor Goncalves, Supervisor Technical & Regulator Training)	Inspections on site (with Victor Goncalves, Supervisor Technical & Regulator Training)	Inspections on site (with Victor Goncalves, Supervisor Technical & Regulator Training)
1:00- Self-study of MMHA Mechanical & Plumbing exam	1:00- Self-study of MMHA	1:00- Self-study of MMAH Mechanical & Plumbing exam	1:00- Self-study of MMAH Mechanical & Plumbing exam	1:00- Self-study of MMAH Mechanical & Plumbing exam

Monday	Tuesday	Wednesday	Thursday	Friday
	Mechanical & Plumbing exam			

**Note 1: Completion of the MMAH On Site Sewage Systems exam will be in week 20.**

### **Housing Builder Tips Table of Contents**

	<b>Name</b>	<b>Housing</b>	<b>Last Revision</b>
1.	Masonry Veneer Ties & Attachments	Housing	March 2015
2.	Moisture Barrier on Foundation Walls	Housing	March 2015
3.	Principal Exhaust Fan Controls	Housing	March 2015
4.	Adjustable Steel Columns	Housing	March 2015
5.	Smoke Alarms (Part 9)	Housing	March 2015
6.	Installations of Air Barrier at Windows and Doors	Housing	March 2015
7.	Installations of Stairs on Ceramic or Marble Flooring	Housing	March 2015
8.	Waterproof Wall Finish around Bathtubs	Housing	March 2015
9.	Air Barriers & Recessed Light Fixtures	Housing	March 2015
10.	Masonry Construction in Cold Weather	Housing	March 2015

11.	Notching and Drilling of Framing Members	Housing	March 2015
12.	Footings – Placement of Concrete	Housing	March 2015
13.	Flashing at Cold Room Concrete Porch Slab	Housing	March 2015
14.	Fire Protection for Gas and Electric Ranges	Housing	March 2015
15.	Support of Beams	Housing	March 2015
19.	Supply and Return Air Ducts in Exterior Walls	Housing	March 2015
20.	Steel Beam and Column Connection	Housing	March 2015
21.	“Header-Wrap” Air Barrier	Housing	March 2015
22.	Lateral Support of Foundation Walls	Housing	March 2015
24.	Hot Water Piping Insulation	Housing	March 2015
27.	Gas Fireplace Vent Duct Penetration of the Air Barrier	Housing	March 2015
28.	Rooms over Garages	Housing	March 2015
29.	Building Drain Cleanout	Housing	April 2015
34.	Vapour Barrier for 2LBS Closed Cell Spray Applied Polyurethane Foam Insulation	Housing	April 2015
36.	Wet Venting	Housing	April 2015
37.	45 Minute Fire-Resistance Rating of Exposing Garage Walls	Housing	April 2015
38.	Carbon Monoxide Detectors	Housing	April 2015

39.	45 Minute Fire Resistance Rating Wall with Rigid Insulation	Housing	April 2015
40.	Vinyl Cladding of Walls Less Than 2 Feet to the Property Line	Housing	April 2015
41.	Protection of Plumbing Systems from Contamination (Water Treatment Devices)	Housing	April 2015
42.	Staggered Townhouses 45 Minute Fire-Resistance Rated Wall	Housing	April 2015
43.	Exterior Insulation Finish Systems (EIFS) Housing	Housing	April 2015
44.	Piping Protection from Frost	Housing	April 2015
46.	Protection from Precipitation – Residential Occupancy (Second Plane of Protection)	Housing	April 2015
47.	Winter Construction (Protection from Freezing)	Housing	April 2015
48..	Construction of Gable Ends in Housing with a limiting Distance Less 1.2m (3'-11')	Housing	April 2015
52.	Concrete Mixes for Housing	Housing	May 2015
53.	Windows Over Stairs, Ramps & Landings	Housing	May 2015
54.	Uniform Risers and Treads	Housing	May 2015
55.	Energy Efficiency of Manufactured Windows for Buildings of Residential Occupancy	Housing	May 2015
56.	Required Landings for Dwellings	Housing	May 2015
58.	Slope of Roof Surfaces	Housing	May 2015
59.	Plastic Water Service Pipe	Housing	May 2015
60.	Swinging Door Standards, Performance and Resistance to Forced Entry for Housing	Housing	Nov 2015
61.	Protection from Precipitation – Residential Occupancy (First & Second Planes of Protection)	Housing	May 2015
62.	Loading on Guards	Housing	May 2015
63.	Required Guards (Interior Stairs)	Housing	May 2015

64.	Required Location of Guards (Adjacent Interior/Exterior Lower Surface)	Housing	May 2015
69.	Landing Configurations for Dwelling Units	Housing	May 2015
70.	Permitted Openings in Wall Assemblies	Housing	May 2015
71.	Flat Roof Ventilation	Housing	May 2015
72.	Party Wall Construction	Housing	May 2015
73.	Termination of Party Wall Between Dwellings	Housing	May 2015
74.	Reduction in Thickness of Fire Separation by Beams and Joists	Housing	May 2015
75.	Slip Resistance of Ramps and Stairs	Housing	May 2015
77.	Cold Water Conservation for Dwellings	Housing	June 2015
78.	Duct Sealing for Dwellings	Housing	June 2015
79.	Finger Jointed Lumber for Dwellings	Housing	June 2015
80.	Sound Vibration for Building Services for Dwellings	Housing	June 2015
81.	Permitted Openings in Wall Fire separation	Housing	June 2017
82.	Stud Wall Reinforcement for Future Grab Bars in Dwelling Units	Housing	June 2015
83.	Egress from Dwelling Units	Housing	June 2015
84.	Clearance to Electrical Conductors	Housing	June 2015
86.	Ceramic Tile Flooring on Panel Type Subfloor	Housing	July 2015
87.	Temperature Control in Dwelling Units	Housing	July 2015
88.	Opening in Guards/Design to Prevent Climbing	Housing	Aug 2015
94.	New Home Report	Housing	Jan. 2017
95.	Testing of Drainage and Venting Systems-Sewer Lateral Extensions	Housing	Nov. 2017
96.	Elevating Devices in Houses	Housing	Jan. 2018
97.	Size and Capacity of Water service for a House with one Dwelling Unit	Housing	April 2018

98.	Shoring Requirements for Housing Foundation Walls	Housing	Nov 2018
99.	Construction and Demolition Site Fencing	Housing	Sept 2019
101.	Structural Sufficiency of Glass-Housing	Housing	March 2020
103.	Plumbing System Sewer Inspection for Infill Housing	Housing	June 2020
104.	Infill Housing Strategy Non-Conformance with the Permit Documents	Housing	Aug 2020
105.	Infill Housing Strategy Start of Construction Inspection	Housing	Aug 2020
106.	Dimensions for Runs and Rectangular Treads (Housing)	Housing	Nov 2021
107.	Fire Sprinkler of Furnace Rooms in Houses with Two Dwelling Units	Housing	Sept 2022
108.	Protection from Backflow	Housing	May 2023

Builder tips can be found in the following file path:

"Q:\Building\4 - INSPECTIONS\02 - Builder Tips\01 - Builder Tips PDF"

### Standard Practices - Permit Administrative

- |  |                 |
|--|-----------------|
| • Conditional Permits  | S.P. No. 16-001 |
| • Zoning Preliminary Review  | S.P. No. 17-001 |
| • EPLAN Completing Quick Review                                      | S.P. No. 17-002 |
| • Cancellation of Permit Applications                                | S.P. No. 17-003 |
| • Revocation of Inactive Permits                                     | S.P. No. 17-004 |
| • EPLAN Manual Project Creation                                      | S.P. No. 17-005 |
| • Administrative Pre-Application Review and Application Verification | S.P. No. 17-006 |
| • EPLAN Inserting Quick Review                                       | S.P. No. 17-007 |
| • EPLAN Batch Stamp  | S.P. No. 17-008 |
| • EPLAN Review Complete  | S.P. No. 17-009 |
| • Administration Final Review and Permit Issuance                    | S.P. No. 17-010 |
| • Administration Backflow Preventor Permit Applications              | S.P. No. 18-001 |
| • Administrative Demolition Permit Applications                      | S.P. No. 18-003 |
| • EPLAN Assigning/Reassigning and Adding Review Tasks                | S.P. No. 18-004 |

Standard Practices can be found in the following file path:

"Q:\Building\7 - STANDARD OPERATING PROCEDURES\1 - Current and in Use\2-Administration"

### Standard Practices – Plan Examinations

- |                                      |                 |
|--------------------------------------|-----------------|
| • Zoning Preliminary Review          | S.P. No. 17-001 |
| • EPLAN Discipline Review            | S.P. No. 18-002 |
| • Infill Custom Homes and Demolition | S.P. No. 20-001 |
| • Housing Plumbing                   | S.P. No. 20-002 |
| • Verification Permit Fees           | S.P. No. 21-001 |
| • Architectural-Structural Review    | S.P. No. 22-001 |
| • Zoning Review                      | S.P. No. 22-003 |
| • Housing-HVAC Review                | S.P. No. 23-001 |

Standard Practices can be found in the following file path:

"Q:\Building\7 - STANDARD OPERATING PROCEDURES\1 - Current and in Use\3-Plans Review"

### Standard Practices – Building Inspections

#### Housing

- |   |                   |
|---|-------------------|
| • Footing Inspections                               | S.P. No. 2005-002 |
| • Plumbing Systems House Inspections                | S.P. No. 2005-003 |
| • Pre-Backfill Inspections                          | S.P. No. 99-005   |
| • Framing Inspections and HVAC Rough-in Inspections | S.P. No. 2000-002 |
| • Framing-Basement Inspections                      | S.P. No. 99-007   |
| • HVAC Rough-in Inspections                         | S.P. No. 99-008   |
| • Plumbing Rough-in Inspection                      | S.P. No. 99-009   |
| • Fire Separation Inspections                       | S.P. No. 99-10    |
| • Fire Resistance Rating Inspections                | S.P. No. 99-011   |
| • Masonry Fireplace Rough-in Inspections            | S.P. No. 99-012   |
| • Insulation Inspections                            | S.P. No. 99-13    |
| • Insulation-garage Inspections                     | S.P. No. 2000-004 |
| • Insulation-basement Inspections                   | S.P. No. 2000-003 |
| • HVAC Final Inspections                            | S.P. No. 2000-002 |
| • Plumbing Final Inspections                        | S.P. No. 2000-005 |
| • Interior Final Inspections                        | S.P. No. 2000-006 |
| • Occupancy Certificate Issued                      | S.P. No. 2003-003 |
| • Exterior Final Inspection                         | S.P. No. 2000-007 |
| • General Site Inspections                          | S.P. No. 2002-003 |



Standard Practices can be found in the following file path:

"Q:\Building\7 - STANDARD OPERATING PROCEDURES\1 - Current and in Use\4-Inspections\1 - Administrative"

### Standard Practices – Building Inspection Administrative

• Incomplete Building Permits	S.P. No. 92-005
• Issuance of the Certificate of Occupancy and Certificate of Completion	S.P. No. 92-006
• Inspection Requests	S.P. No. 94-003
• Health and Safety on Construction Sites	S.P. No. 94-004
• Suspended Building Permits	S.P. No. 96-001
• Construction Not Ready for Inspection	S.P. No. 98-003
• Construction Covered Prior to Inspection	S.P. No. 98-001
• Inspection of Alteration Type Building Permits	S.P. No. 93-003
• Policy for Inspections When a Building Permit has Been Applied for but Not issued	S.P. No. 83-003
• Policy for Inspections When a Building Permit has Not Applied for	S.P. No. 83-004
• Field Inspection Report	S.P. No. 92-002
• Procedure for Evaluating Quality Inspections	S.P. No. 90-002
• Certificate of Appointment	S.P. No. 92-001
• Outstanding Work Orders	S.P. No. 93-004
• Inspection Request	S.P. No. 94-003
• Building Inspector Clothing Policy	S.P. No. 98-008
• Building Inspections Teams	S.P. No. 98-009
• Status Building Inspections	S.P. No. 98-002
• Construction Covered Prior to Inspection	S.P. No. 98-001
• Building Inspection Record	S.P. No. 99-005
• Travel Expense Claim	S.P. No. 2010-010
• Inspection Report-Order	S.P. No. 2001-000
• Initiating Legal Action	S.P. No. 2001-03
• Unsafe Order-Septic	S.P. No. 2002-001
• Dormant Building Permit Program	S.P. No. 2002-006
• Digital Camera and Attachments (AMNADA)	S.P. No. 2004-005
• Fencing Constructions Sites	S.P. No. 2006-002
• Request for Certificates of Completion	S.P. No. 2009-002
• Survey Elevations	S.P. No. 2010-003

Standard Practices can be found in the following file path:

"Q:\Building\7 - STANDARD OPERATING PROCEDURES\1 - Current and in Use\4-Inspections\2 - Technical"



## Standard Practices – Special Investigation Unit

• Inspectors Numbers	S.P. No. 90-003
• Health & Safety on Construction Sites	S.P. No. 94-004
• Construction Covered Prior to Inspection	S.P. No. 98-001
• Building Inspector Clothing	S.P. No. 98-008
• Building Inspection Teams	S.P. No. 98-009
• Initiating Legal Action	S.P. No. 01-00
• Unsafe Order	S.P. No. 02-001
• Electronic Order Issuance	S.P. No. 90-003
• Building Construction Investigation Program	S.P. No. 04-003
• Digital Camera and attachments AMANDA	S.P. No. 04-005
• Investigating Violations	S.P. No. 06-001
• Fencing Construction	S.P. No. 06-002
• Investigating Ongoing Construction Violations	S.P. No. 07-001
• Recovery of Costs Associated with Non-Compliance with Unsafe Orders	S.P. No. 09-001
• Investigating Unsafe Buildings	S.P. No. 12-010
• Building Permits not Required	S.P. No. 13-001
• Investigating Fire and Police Calls	S.P. No. 16-005
• Illegal Occupancy	S.P. No. 17-010
• Infill Housing Regulation Program	S.P. No. 19-001
• Section 19 Order for Not Assisting	S.P. No. 19-002
• Registering Orders on Title	S.P. No. 22-001
• Right of Entry	S.P. No. 23-001
• Special Investigation Teams	S.P. No. 23-001

Standard Practices can be found in the following file path:

"Q:\Building\7 - STANDARD OPERATING PROCEDURES\1 - Current and in Use\5-Special Investigations"

## Building Standards Internship Quality Assurance Report

Year: 2024

Conducted By: Victor Goncalves

Date: Click or tap to enter a date.

Staff Name:

Position: Building Official Intern

### Permit Administration

1	BY-LAW 2023-177 Being a By-law respecting Construction, Demolition, Change of Use Permits and Inspections	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2.	Policy review/Compliance training MLC2.0	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3.	Proficiency in AMANDA and ProjectDOX	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.	Proficiency in ePlan application portal	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.	Review of Applicable Law	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6	Permit Administration for Unenclosed Deck or Porch, Exterior side door, Below Grade Stair, Finish Basement. (Permit intake, assignment, and issuance.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7.	Responds to public inquiries pertaining to Building Code requirements, interpretations for Housing Part 9 projects and performance standards/by-law requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8.	Supports customer service operations which includes ensuring they understand the requirements for permit submissions, any additional requirements or approvals needed, and any relevant fees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9.	Permit Administration Quality Assurance Review	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

10.	Completion of MMAH General Legal/Process Exam	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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## Plans Examination

1.	Review task(s) completed in accordance with Building Code mandated timelines and / or Service Level Standards	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2.	Data entry and use of AMANDA and ProjectDOX	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3.	Changemarks comply with Standard Operating Procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.	Identification of building code / zoning contraventions	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.	Designer calculations (e.g., zoning, HVAC, spatial separation) have been verified	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6.	Accuracy of building permit area verification	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7.	Accuracy of fixture count verification	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8.	Takeoffs / counts for plans review are saved in Project Doh	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9.	Accuracy of building permit fee multiplier	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10.	Required Info Fields have been verified/entered.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
11.	Reviews residential Housing Part 9 construction of Decks, Minor Interior Alterations, and Detached Structures $\leq 50m^2$ drawings and specifications of submitted building and demolition permit applications in accordance with the Plan Examination Policies, Guidelines and Standards, ensuring compliance with the Ontario Building Code	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

	Act, Housing Part 9 of the Ontario Building Code, the Zoning Bylaw and other applicable law		
12.	Compliance with Applicable Law has been verified and documented (date/approval are valid, drawings consistent)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
13.	Review of Builder tips	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
14.	WHMIS training, Fall protection training, Ladder training, Site safety training, First Aid training	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
13	Completion of MMAH House Exam	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

## Building Inspections

1.	Maintains inspections records and updates the electronic database (AMANDA and ProjectDox)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2.	Inspects specific phases of construction of Decks, Minor Interior Alterations, and Detached Structures $\leq 50\text{m}^2$ in accordance with Building Inspection Policies, Guidelines and Standards, ensures compliance with the Ontario Building Code Act, the Ontario Building Code, the approved permit drawings, and the applicable law	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3.	Special Investigation- Building Code Act contraventions identified and action taken	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.	Building Code contraventions identified and action taken	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.	Accurately conducts assigned building inspections	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6.	Responds to enquiries from internal and external customers within 24 hours	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7.	Accurately issues field inspection reports after conducting inspections	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

8.	Site/Construction reviewed with permit drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9.	Responds accordingly to emails and voice mails regularly	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10.	Use of Personal Protective Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
11.	Review of Builder tips	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
12.	Completion of MMAH Plumbing House exam	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
13.	Completion of MMAH HVAC House exam	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

### Plans Examination/Building Inspections

1.	Review task(s) completed in accordance with Building Code mandated timelines and / or Service Level Standards	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2.	Data entry and use of AMANDA and ProjectDOX	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3.	Changemarks comply with Standard Operating Procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.	Identification of building code / zoning contraventions	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.	Designer calculations (e.g., zoning, HVAC, spatial separation) have been verified	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6.	Accuracy of building permit area verification	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7.	Accuracy of fixture count verification	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

8.	Takeoffs / counts for plans review are saved in Project Dox	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9.	Accuracy of building permit fee multiplier	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10.	Required Info Fields have been verified/entered.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
11.	Plans examination of specific phases of construction of Custom Infill homes, semi-detached dwellings, townhouse developments in accordance with Building Inspection Policies, Guidelines and Standards, ensures compliance with the Ontario Building Code Act, the Ontario Building Code, the approved permit drawings, and the applicable law	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
12.	Compliance with Applicable Law has been verified and documented (date/approval are valid, drawings consistent)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
13.	Review of Builder tips	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
14.	Maintains inspections records and updates the electronic database (AMANDA and ProjectDox)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
15.	Inspection of specific phases of construction of Custom Infill homes, semi-detached dwellings, townhouse developments in accordance with Building Inspection Policies, Guidelines and Standards, ensures compliance with the Ontario Building Code Act, the Ontario Building Code, the approved permit drawings, and the applicable law	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
16.	Building Code contraventions identified and action taken	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
17.	Accurately conducts assigned building inspections	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
18.	Responds to enquiries from internal and external customers within 24 hours	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

19.	Accurately issues field inspection reports after conducting inspections	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
20.	Site/Construction reviewed with permit drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
21.	Responds accordingly to emails and voice mails regularly	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
21.	Use of Personal Protective Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
22.	Review of Builder tips	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
23.	Completion of MMAH On-Site Sewage exam	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
24.	Completion of Internship program certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

## AUDIT RESULTS

Meets Expectations ☐

Needs Improvement ☐

### **comments**

### **Action required**

Date Reviewed with Intern: Click or tap to enter a date.

Interns Signature:

Supervisor's Signature:

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Building  
Standards