



Building Division – Permits and Inspections during COVID-19

Important Updates as of April 5, 2020

The Building Division will continue to do its best to maintain services as we wade thru our current crisis as it presents itself today. If you require these services, please see details below for important information.

The health and safety of our staff, and you as our customers are equally important so we have initiated some measures in order that we can maintain Building services.

Please be aware that delays or disruptions to these services may occur with little or no notice. We will do our best to keep this page up-to-date as things evolve.

Inspections

Inspections for open building permits continue to be available, subject to the following:

- Please continue to call our office to book inspections at **905-835-2900 ext. 229**
- When booking your inspection, you will be asked a few questions related to COVID-19. These questions are asked to ensure the site is safe for the both the owner/contractor and staff. We are doing our part to avoid the spread of the virus. Please see the bottom of this document for the questionnaire.
- **The following inspections will temporarily NOT be provided:**
 - Inspections of projects that are not deemed 'essential' by the latest Order of the Provincial government – refer to <https://www.ontario.ca/page/list-essential-workplaces> (Construction is found in Sections 27 - 31);
 - Inspection of Residential projects where construction started after April 4, 2020;
 - Inspections requiring entry into existing occupied buildings. This means existing houses and buildings that are lived-in, and occupied workplaces;
 - Buildings and sites where the Inspector feels that it is not safe to enter, such as sites where many workers are present.
- It would be ideal, for now, that our staff access the site for inspection alone where practical.
- If Building staff feel there is doubt as to the safety of the site environment, the inspection will be refused and we will try to re-book for another time.
- Please be aware that prescribed inspections are still required. The current health crisis and government measures do not imply that inspections are not required or that construction may proceed without required inspections. You must call to book an inspection.

Permit Applications



Building Permit Applications will still be processed, however, no permits will be issued for projects not deemed 'essential' (see link above).

- Existing Applications – These applications continue to be processed, but permits will not be issued.
- New Applications – We are not accepting applications in-person since City Hall is currently closed to the public. Alternatively, you may submit your application via mail or courier. We recommend contacting our office to ensure all required information and payment is included in your application, to ensure we may properly accept the application. You may call our Building Administration desk at 905-835-2900, ext. 229 for this information. Where applications are submitted this way we will contact the Applicant to confirm receipt of the application and let you know if we require anything further.

Looking Ahead

Should it become necessary, to ensure the continued health of everyone, to further restrict the provision of Building services, then both inspection and permit services may not be available.

What does this mean? This may mean that construction of existing Permitted work may not proceed. If this scenario should occur, all available options will be considered, and our procedures will be adjusted as appropriate. We will do everything safely possible to keep your project moving forward.

We acknowledge that it is important that production and employment be maintained as much as possible and the Building Division will do all it can to help minimize the impact of this crisis. Of course, the health of everyone involved is paramount. We appreciate your understanding and wish everyone continued good health.

Questions you will be asked when booking a building inspection:

1. Does anyone currently in the building, or who resides/works in the building have a fever and/or new onset of cough or difficulty breathing?

2. Has anyone currently in the building or who resides/works in the building travelled to the following countries in the 14 days before the onset of the aforementioned symptoms?

- China
- France
- Germany
- Hong Kong
- Iran
- Italy
- Japan
- Singapore
- South Korea



PORT COLBORNE

COVID-19 | A Message from the Building Division

Spain

3. Has anyone currently in the dwelling, or who resides/works in the dwelling had close contact with a confirmed or probable case of COVID-19 (novel coronavirus)?

4. Has anyone currently in the building, or who resides/works in the building had contact with a person with acute respiratory illness, or the aforementioned symptoms or who has travelled to the above-listed countries within 14 days prior to their illness/symptoms onset?