

MARCH 2020 COVID-19 VIRUS BUILDING DEPARTMENT BUSINESS CONTINUITY

March 24, 2020

Although City Hall is closed to the public in support of public health initiatives related to COVID-19, the Building Department has a business continuity plan in place. Much of our work can be completed by staff working from home.

We are doing everything possible to keep the building process moving in these unprecedented times. Permit applications and inspections, subject to a few exceptions, remain operational via APLI.

1.0 Services Remaining Available:

- **Building Permit Applications** – available through our APLI public portal only.
- **Plans Examination** – staff are available by email only as they are working off-site.
- **Building Permit Issuance** – available through the APLI portal or through email.
- **Inspections** – Inspections continue for non-occupied buildings. Social distancing and appropriate practices as recommended by Public Health are being implemented. (Please note if an inspector feels an inspection is potentially endangering their health, they have the right to refuse.)

2.0 Discretionary Services:

- Where special circumstances exist, the Chief Building Official has discretionary authority to allow portions of the work within an occupied space to be reviewed by other means. This includes any, or a combination of the following; photographic evidence, video recording evidence (face time etc.) and engineering reports. Any such permission must be requested through the Building Inspector and **will apply only to specific agreed upon portions of work**. Where these methods have been implemented without prior permission, they will not be accepted. Building Inspectors have the authority to accept or reject any submitted reports.

3.0 Services Not Available:

- In person permit applications
- FastTrack applications
- Routine Disclosure of Documents
- Freedom of Information Requests
- Compliance Letters
- Inspector's will not be conducting inspections within any occupied buildings until further notice

We appreciate your cooperation and understanding as we adjust to the situation and try to continue to provide as many services as we can. These guidelines are subject to change as dictated by public health requirements and government legislation.

Michael Janotta, P.Eng., CBCO
Chief Building Official