
April 27, 2020

Township of Guelph/Eramosa – Building Department Notice **COVID-19 Effects on Operations**

Due to the ongoing COVID-19 pandemic, all Township of Guelph/Eramosa facilities including our main office have been closed to the public until further notice.

The Township of Guelph/Eramosa Building Department has updated its operations during the pandemic and will operate in the following manner until further notice.

Permit Applications:

Effective Monday, April 27, 2020, the Building Department will resume accepting all building permit applications. All building permit applications, including all required drawings, must be submitted electronically. All applications shall be emailed to building@get.on.ca. All documents are required to be in a “PDF” format and are required to be clear and readable. Illegible drawings and documents will result in an incomplete application.

Plans Review:

A plans examiner will contact the applicant with a status letter explaining deficiencies, if any. Please be advised that due to many factors we cannot guarantee the review timelines. As our office is closed to the public, the mandated timelines for permit review are not applicable (Ontario Building Code Div.C 1.3.1.3.(8)).

Permit Issuance:

Building permits **are not** being issued for projects that are not addressing emergency needs or considered essential under the provincial essential list. Once the provincial emergency declaration has been lifted, building permits for non-essential projects will be issued.

For any permits issued during the Province’s emergency declaration it is the responsibility of the owner to ensure a copy of the approved building permit and drawings are on-site for the mandatory inspections outlined on the issued Building Permit.

Payment of Building Permits:

The building permit fee will now be required to be paid prior to any review of an application. Once an application is received, the applicant will receive an invoice from the Building Department regarding the required permit fees. A building permit application will not be reviewed until permit fees have been paid.

PLEASE NOTE - If development charges or other fees are applicable, they will be required to be paid at the time of issuance of the permit.

There are only two options to proceed with payment for a building permit application:

OPTION 1:

Payment by cheque - mailed in or dropped off in the outside mailbox at the Township Municipal Office. This process may take 1-3 business days to verify the payment has been received. If mailing, please use the address within the footer of this document including the "P.O. Box 700"

OPTION 2:

Interac e-Transfer – The Township of Guelph/Eramosa building department is set up to accept *Interact* e-Transfers **up to a limit of \$10,000**. The following are instructions how to complete this:

STEP 1: Log into your online or mobile banking app and select the account you would like to use.

STEP 2: Set the Township of Guelph/Eramosa up as a contact and use the following email: building@get.on.ca

STEP 3: Enter the amount to be paid.

STEP 4: In the message section, please be as specific as possible. Include your Building Permit number, address of the project, and what the project is for.

STEP 5: A security question is not required as The Township of Guelph/Eramosa is set up for Autodeposit.

STEP 6: When the e-transfer has been sent, The Township of Guelph/Eramosa will receive a notification email of your payment. We will process the payment and will notify you that payment has been received and forward you a receipt if required.

*****We will not be accepting any credit or debit card transactions at the
Municipal Office for building permit applications*****

Inspections:

The Building Department will only be carrying out building inspections for **un-occupied** projects covered under the most current list of essential services described by the Provincial Order. Inspections will only be completed for building permits that are deemed essential.

OCCUPIED BUILDINGS:

The municipality is deeming “occupied” buildings as buildings or parts of buildings of any kind that are currently:

- a) being operated and used by the public or
- b) being used as a dwelling.

UN-OCCUPIED BUILDINGS:

The municipality is deeming “un-occupied” buildings as buildings that are under construction and are not being operated for the daily use of its intended purposes.

Occupancy inspections will be completed for New Single Family Homes as long as there are no occupants within the building during the inspection and the building has not been used as a dwelling. New homes are required to not be occupied until an “Occupancy Permit” has been issued by the Building Department.

All inspections are being conducted with a mandatory 2 meter (6 feet) clearance from all site personnel. Interior inspections for new buildings under construction require all construction staff out of the building during the inspection. **Failure to meet these conditions will result in a failed inspection requiring re-inspection at a later date.**

Also, inspections will be conducted only on Mondays, Wednesdays, and Fridays of each week, excluding statutory holidays, until further notice. Inspection requests must be called in at least 24 hours prior to the inspection to 519-856-9596 ext.114 or by e-mail to building@get.on.ca. Each inspection request will be required to answer a screening protocol. Questions may include, but not limited to:

- Have you travelled outside the province of Ontario recently?
- Do you show any symptoms of Covid-19, which may include: coughing, fever, or shortness of breath
- Have you been in contact with anyone you know of that has contracted Covid-19 or show the symptoms described above?

As noted previously, it is the applicant's responsibility to have a hard copy of the approved permit and drawings on the site for inspections. An inspection may be failed without the approved documents available for the inspector.

Please remember that construction for any new structure, addition or renovation must be approved. A Building Permit is your formal permission to start construction or demolition.

Finally please note that the guidance from the Province of Ontario as it relates to legislation like the Building Code Act and the implications due to the COVID-19 pandemic is changing rapidly and sometimes on a daily basis. We will continue to do our best to keep you informed of any operational changes as they present themselves in the near future.

We understand that the operations of our Building Department may have effects on your projects and permits, but we want to ensure you that we are trying to operate in the safest way for you and ourselves. We appreciate your cooperation during this time, and will continue to do our best to serve the community.

If you have any additional questions or concerns, please do not hesitate to contact us.

Regards,

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