

COVID-19 Municipal Permit & Inspection Processes

March 30, 2020

City of Victoria

Development Permit Applications

Rezoning, development permit, heritage alteration permit, temporary use permit, and variance applications can be submitted by email to zoning@victoria.ca (as attachments or by providing a download link).

General inquiries or questions about the digital submission process can be sent by email to DevelopmentServices@victoria.ca , or by phone at 250.361.0382.

Further contacts can be found on the Planning Department Contact webpage here: <https://www.victoria.ca/EN/main/residents/planning-development/development-services/contacts.html>.

Building Permit Applications

Building, plumbing and sign permit applications can be submitted by email to permits@victoria.ca, plumbingpermits@victoria.ca, or signpermits@victoria.ca respectively (as attachments or by providing a download link). Electrical permits can be applied for online through [MyCity](#).

General inquiries or questions about the digital submission process can be sent by email to permits@victoria.ca, or by phone at 250-361-0344.

Further contacts can be found on the Building and Inspections webpage here: <https://www.victoria.ca/EN/main/residents/planning-development/permits-inspections/inspectors.html>

Saanich

Saanich is considering building inspections as an essential service which means we will make all efforts to continue service to keep the industry working.

Our Municipal Hall is closed at this time and will accept permit applications electronically or by appointment only.

PERMITS

- We are eliminating the building permit application fee in order to simplify the application process but these fees will be charged when the permit is issued.
- Applications will be accepted by appointment but that means the paperwork must be filled out and delivered to the Hall to drop it off. We are not able to include plan review and advice during the appointment.
- Any questions a builder may have must be asked by email or telephone.
- We will issue permits by appointment only. When a builder gets called for a permit that is ready to issue an appointment can be arranged at that time.
- Builders are asked to pay by cheque if possible as it is the simplest way for us to process payments.
- We ask that as many applications as possible be submitted electronically to limit any documents being handed back and forth.

INSPECTIONS

- Inspections can be booked through the normal process of calling our booking line.
- We will make every effort to accommodate all requests but this may change if staff starts to falter.
- We ask that no one be at the building during any inspection in order to protect all parties.
- We ask that all questions be withheld until after the inspection and these can be answered by telephone or email.
- If anyone on the site has been showing any signs of symptoms we ask that no inspections get booked for these sites.
- We will leave inspection reports on site for the builder's review and we can email them to any interested party if email addresses are provided.
- We do have additional plans if things get worse and these include doing inspections through electronic means but we are not there yet.

Esquimalt

Building Inspections:

We are currently operating in as close to a virtual environment as we can get... so, that means Building Permits can still be obtained, however, where possible, applications are to be sent electronically. If there is an absolute need to meet in person to discuss, as of Monday March, 23, the Township will be closed to the general public and only persons with appointments will be allowed access to the building. To obtain appointments, call 250-414-7100. For general inquiries, people can continue to call the building department as before.

Inspections are still being conducted on a case by case basis, and in all instances, the building inspector is arranging to inspect vacant buildings only at the time. (those buildings that are newly constructed, and for renovations with the occupants out of the building during the inspection). The process for arranging an inspection remains unchanged at this time.

Please understand that this is a fluid situation, and things may change rapidly and without notice.

Development Permit Processing:

We will continue to accept development applications over the counter until Friday, March 20 at 4:30 p.m. however, as much as possible, applications should be submitted digitally. As noted above, starting on Monday morning, there will be no public access to the Municipal Hall. Where it is absolutely necessary to meet with staff in person, arrangements can be made by calling 250 – 414 – 7103.

It is likely that the April 8 meeting of the Design Review Committee will be postponed. A decision has not yet been made with regard to the April 21 meeting of the Advisory Planning Commission. No public hearings will be scheduled at this time.

We will continue to process all development applications received to date.

Sooke:

“In response to the COVID 19 situation, the District of Sooke has modified its practices but is still accepting and processing development and building permit applications at this time. Development applications can be submitted online to planning@sooke.ca or submitted in person via the mail slot at the municipal hall. In either case, payment will still need to be submitted at the municipal hall via the mail slot. Building permit applications follow the same process, however they can be submitted via email to building@sooke.ca. All communications are occurring by telephone or email. If a meeting is required, we will address these on a case-by-case basis to determine the best method for which to hold them. As for building inspections, this process has been modified. We are attempting to, where possible, conduct inspections through the submission of video and photographs. If an onsite inspection is required, they will be conducted in unoccupied construction only, and with only the minimum required personnel in attendance (for both the District and the applicant). At this time, inspections in occupied buildings are suspended but the District will continue to evaluate this moving forward. As the situation and directives from health and government organizations are changing rapidly, I encourage you to visit the District's COVID-19 webpage for up-to-date information: <https://sooke.ca/our-community/covid-19/> If you have any questions, please direct them to the respective emails mentioned above as these accounts are being monitored during regular business hours. Thank you.”

Central Saanich

Central Saanich reports they have updated their website for Covid 19 changes at <https://www.centrialsaanich.ca/home-property-development/submit-application-new>

North Saanich

We are working through a process that will allow us to receive applications and still protect employees from Covid 19 exposure. We will let you know the process once it is in place.

Oak Bay

FOR ALL INQUIRIES RELATED TO BUILDING PERMITS AND / OR BUILDING INSPECTIONS, PLEASE CONTACT inspections@oakbay.ca or call (250) 598-2042 x7403.

Please see below for additional information. Visit <https://www.oakbay.ca/municipal-services/building-inspection/building-permits>

In response to the current COVID-19 situation, the District of Oak Bay has had to make some changes to our application processes. We continue to accept and process applications, however, we have modified the process so we can continue to provide services to the community.

Staff continue to support building permit activity within the District, which means we continue to monitor current construction activity, and accept new building permit applications. Our building inspectors are using a number of ways to communicate with applicants, including phone calls and email. Payment of fees can be managed over the phone, where you can arrange for payment with your credit card.

So what does this mean during the current climate?

If your application is under review, OR if you are applying for a new application:

- Please review all the content within the building permit application form and contact staff at inspections@oakbay.ca or call (250) 598-2042 x 7403 with any questions you may have regarding application submission. Staff are monitoring the building email and telephone lines and will respond to you as soon as we are able.
- Submit your electronic application, including your building permit plans and ALL supporting materials, to inspections@oakbay.ca.
- Staff will contact you to confirm receipt, confirm best means of communications, and advise of any further documentation required.
- Once a complete application is made, staff will review and process your application.
- When your building permit is ready to be issued, the building permit will be emailed to you. Full payment of fees is required prior to the building permit being issued.

For Building Inspections, please note that at this time, the Building Inspector will require that a physical distance of at least 2 metres (6 feet) is adhered to at all times between the Inspector and any other construction personnel or owners / residents at this time.

View Royal

Colwood

<https://www.colwood.ca/news-events/news/emergency-notices/access-city-hall-appointment-only-see-current-status-all-city>

Langford

Metchosin

Highlands

Sidney

SUBMITTING A PERMIT APPLICATION:

When submitting a Building or Land Use Permit application the following procedure should be followed:

1. Complete applications should be sent in a digital format to the Development Services Department at developmentservices@sidney.ca.
2. Once the application has been received a staff member will contact the applicant to conduct the initial intake of the application over the phone to ensure the required documentation was included with the application.
3. As a general guideline, complex BP applications and land use applications for commercial, industrial and multi-family development are required to provide full-size paper drawings/plans. During the application intake phone call staff will advise the applicant if and when paper copies are required. The intake staff will exercise some discretion when deciding whether paper copies should be submitted for smaller/less complex applications. If paper copies are required an appointment will need to be made with the staff member conducting the intake. The following must be adhered to:
 - a. The applicant or person delivering the plans is not sick.
 - b. The applicant or person delivering the plans has not been in contact with anyone that has COVID-19.
 - c. The applicant or person delivering the plans has not been out of the country in the last 2 weeks.
4. Depending on the application type, fees may be required prior to staff being able to continue reviewing the application. If this is the case, staff will advise the amount and how to proceed with payment. Once payment has been received and processed the receipt will be emailed it to the applicant.

PICKING UP A BUILDING PERMIT:

When picking up an approved Building Permit the following procedure should be followed:

1. When a Building Permit has been approved and is ready to be issued staff will inform the applicant by email and will include the total outstanding cost of the permit.

Last updated April 8, 2020

2. In order to pick up the permit, an appointment must be scheduled with the administrative assistant. Whomever is attending the appointment must confirm that they:

- a. are not sick;
- b. have not been in contact with anyone that has COVID-19;
- c. have not been out of the country in the last 2 weeks.

3. When attending the appointment the applicant should be sure to bring a cheque for the fees and deposits and their own pen for signing of documents. A maximum of one person may attend the appointment, unless requested and otherwise permitted when the appointment booking is made.

4. When the applicant arrives, staff will meet them at the front door and bring them to the portion of the front counter closest to the front door.

5. At the appointment staff will accept payment and the applicant will sign the necessary paperwork and pick up the permit package (Building Permit, plans, permit placard etc.). Once the cheque has been processed the receipt and the receipted Building Permit will be emailed to the applicant.

INSPECTIONS:

The following is mandatory for any type of inspection conducted by a Town of Sidney Municipal Employee:

- No persons on site shall be sick. If there is someone sick working or living at the inspection location they must be off-site during the time the inspector is on site.
- No person on site shall have returned from international travel within the last two weeks. If there is someone who has, they must be off-site during the time the inspector is on site or the inspection will be delayed until the quarantine period has ended.
- No person on site shall have tested positive for COVID-19 or have had contact with anyone who has tested positive for COVID-19 within the past 14-days. If there is someone they must be off-site during the time the inspector is on site.
- Everyone on site must remain a minimum of 2 meters (six feet) from the inspector at all times.
- The inspector will conduct the inspection alone.
- Notification will be sent by email regarding inspection details including any deficiencies or comments.
- Any questions for the inspector can be asked by phone or email.
- If any of the above conditions are not met the inspection will end immediately and the Inspector will leave.

Please continue to call a *minimum* of 24 hours in advance for inspections.

If you have questions, please contact the Development Services Department at 250-656-1725 or by email at developmentservices@sidney.ca.