

**TOWN OF PERTH
BUILDING DEPARTMENT**

March 18, 2020

COVID-19 Protocol for Building Permit & Inspection Services

The Town of Perth's Building Department plays a key role in keeping our community safe and, as the COVID-19 situation continues to evolve, we are always considering what is best for the health and safety of both our community and staff.

Effective immediately, listed below are temporary protocols for following Building Dept. services

BUILDING PERMIT APPLICATION INFORMATION RESOURCES

Application forms and other permit information may be accessed from our web page at, <https://www.perth.ca/en/do-business/Building-Services.aspx#>

If you cannot locate the form you are looking for contact the Chief Building Official at cbo@perth.ca

BUILDING PERMIT APPLICATION SUBMISSIONS

Paper copy of Building Permit Application packages,

- contact the Chief Building Official at cbo@perth.ca to arrange for offsite delivery. However, we encourage where possible to submit electronically to cbo@perth.ca

Electronic Submission of Building Permit Application Documents

- Building Permit Applications and other associated Forms may be submitted electronically to cbo@perth.ca
- Proposed Construction Drawings will only be accepted electronically, if drawings can still be scaled when printed to a max size of 11"x17" paper. If print drawings are larger, contact the Chief Building Official at cbo@perth.ca to arrange for offsite pick up of 2 print copies.

COLLECTION OF PERMITS AFTER ISSUED

The Chief Building Official will notify applicants by e-mail or phone that a permit is ready for pick-up. Arrangements for offsite delivery of the documents will be made at that time. Note, "offsite delivery" is limited to within the Town boundaries.

Changes to Payment of Fee options;

- **Debit and Cash payments are temporarily suspended.**
- Permit fees may be paid by credit card (VISA or MasterCard) over the phone in advance of picking up the permit. Call 613 267-2311 x 2278, please ensure you have your invoice handy (it will have been e-mailed to you), as you will be asked for a code starting with: A20 –

- A check may be hand delivered to staff when the permit is offsite delivered, however receipts will be issued via e-mail the next business day.

BUILDING INSPECTION SERVICES

Permit holders still may contact the town our office to arrange for an inspection one day in advance.

- **PLEASE NOTE - *Building Inspections will not be conducted in occupied portions of buildings***, this includes dwellings, retail, commercial or institutional buildings.
- New construction sites and renovation job site spaces with established restricted access to construction workers only will be inspected.
- With exception of the site super, the area to be inspected shall be temporarily vacated by all other trades during the course of the inspection. The inspector and job site super will respect the social isolation protocol of distancing of at least 2m (6') during the inspection

The above is subject to change as the COVID-19 Pandemic evolves.

Brian Gass,
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