
May 19, 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 Tuesday, May 19, 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.

Permit Issuance:

Building permits are being issued for all projects as per the provincial emergency order update. Building Permits and any associated drawings, will be issued electronically to the applicant on the permit application. It is the responsibility of the owner/applicant 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:

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 be carrying out building inspections for all projects covered under the most current list of essential services described by the Provincial Order.

All inspections are being conducted with a mandatory 2 meter (6 feet) clearance from all site personnel. Interior inspections 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, as of Monday, May 25th inspections will be conducted as normally throughout the entire week, excluding statutory holidays. 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?

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 on an ongoing 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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