

March 20, 2020

## NOTICE OF TEMPORARY SERVICE ADJUSTMENTS DURING THE COVID-19 PANDEMIC

The Township of Oro-Medonte has taken proactive precautions with facility closures & in-person Customer Service desk closures.

The following is the current service level for permits and inspections conducted by the Building Division, until further notice:

### Building Permit Applications: Change in Level of Service

- Building Division Staff continue to work and Building Permit applications will continue to be accepted through the Administration Office drop box. If an online permit application is preferred please email [building@oro-medonte.ca](mailto:building@oro-medonte.ca) with your request.
- Email communication will be the preferred method of communication. However, phone calls and voicemails will continue to be received and responded to.

### Payments for Building Permits: Reduction in Level of Service

- Until further notice, payment for building permit fees and development charges will be cheque only (payable to the Township of Oro-Medonte) and deposited to the Administration Office drop box at 148 Line 7 South. **No in person payments accepted.**
- If online payment is preferred, please email [building@oro-medonte.ca](mailto:building@oro-medonte.ca) (**Service fees may apply**).

### Payment Process:

- a) Arrange to have the cheque dropped off in the drop box at the Administration Office.
- b) Building Staff will follow up on the payment and issuing a receipt.
- c) Building permit will be issued upon completion of review process.

### Building Inspections: Reduction in Level of Service

- **At this time, limited building inspections may be conducted by our Building Inspectors.**
- We will attend to an Unsafe Building occurrence or similar urgent matters.
- Building Staff are only able to conduct inspections on unoccupied buildings. We will review each individual situation to determine if the inspection can be undertaken with no unnecessary risk to Township staff or our residents. No one is permitted to be on site during the time that the inspector is conducting their inspection.
- Any covering of construction without a required inspection as defined under the Building Code Act or by permission of the Chief Building Official - may require the uncovering of any work.
- The Chief Building Official's Reliance on Design Professionals by way of written reports and site instructions, general field reviews, revised details, drawings or specifications issued by the project Architect or Engineer(s) shall be forwarded to the Chief Building Official as required by Section 1.2.2., Div. C of the OBC.
- If an inspection required by Section 1.3.5., Div. C of the OBC is required in order for construction to continue, a detailed report from a licenced Engineer or Architect in the Province of Ontario may also be accepted as an inspection report confirming the minimum requirements of the required inspection have been met.

As this situation is continually evolving, we will continue to monitor this situation on a daily/weekly basis and notification will be provided on any change to the above noted temporary service levels.

We appreciate your patience and understanding during these challenging circumstances. Any questions, please feel free to contact me.

Sincerely;

Garry McCartney, CBCO