



*Hastings Highlands*

*Beautiful By Nature*

**Municipality of Hastings Highlands - Building Permit Applications, Planning Applications and Site Inspections for the Building, Planning and Bylaw Enforcement Departments (Covid-19 period) – **Revision 2 – April 6, 2020****

The Municipality of Hastings Highlands is taking precautions regarding the developing situation with COVID-19 in an effort to protect staff, residents and businesses as it relates to building and bylaw inspections and new building and planning applications. Effective Monday March 16, 2020 through to May 4, 2020 the Municipal Office will be closed to the public.

As such, the Municipality's Building, Planning and Bylaw Departments will be operating as follows:

**1) Bylaw Enforcement Inspections**

There will be **no** site inspections for bylaw enforcement until further notice.

**2) Building Department**

The Building Department remains operational and will continue to provide site inspections for **Essential Services** construction only. The Government of Ontario has suspended all the Building Code Act and the Ontario Building Code time periods until further notice.

In accordance with the [Provincial Regulation made under the Emergency Management and Civil Protection Act](#), effective Saturday April 04, 2020 at 11:59 pm, the Municipality of Hastings Highlands will not be inspecting any construction projects that are **not** deemed essential by the Provincial Order. All non-essential construction projects are required to cease construction.

[Construction projects deemed essential](#) in sections 27 to 31 of the Emergency Order that relate to the following may continue:

27. Construction projects and services associated with the healthcare sector, including new facilities, expansions, renovations and conversion of spaces that could be repurposed for health care space.
28. Construction projects and services required to ensure safe and reliable operations of, or to provide new capacity in, critical provincial infrastructure, including transit, transportation, energy and justice sectors beyond the day-to-day maintenance.
29. Critical industrial construction activities required for,
  - i. the maintenance and operations of petrochemical plants and refineries,

- ii. significant industrial petrochemical projects where preliminary work has already commenced,
  - iii. industrial construction and modifications to existing industrial structures limited solely to work necessary for the production, maintenance, and/or enhancement of Personal Protective Equipment, medical devices (such as ventilators), and other identified products directly related to combatting the COVID-19 pandemic.
30. Residential construction projects where,
- i. a footing permit has been granted for single family, semi-detached and townhomes
  - ii. an above grade structural permit has been granted for condominiums, mixed use and other buildings, or
  - iii. the project involves renovations to residential properties and construction work was started before April 4, 2020.
31. Construction and maintenance activities necessary to temporarily close construction sites that have paused or are not active and to ensure ongoing public safety.

The below provides further information on building permits and inspections:

#### Building Permits

Permit applications will continue to be reviewed for all types of construction. Notwithstanding the issuance of a permit under the authority of the Building Code Act, the provincial regulation orders the closure of all places of non-essential business and that all construction cease and not proceed, except for businesses listed as essential. It is the owner's responsibility to comply with the Emergency Management and Civil Protection Act until such time as the order is lifted. Please ensure that you review the list of essential construction and/or seek legal opinion before proceeding with any construction works.

#### Inspections

1. Inspections will only be carried out on construction deemed essential by the provincial order.
2. Pursuant to section 30, inspections **for residential construction** will continue where building permits have been issued by April 4, 2020 for:
  - a. construction of single family, semi-detached, townhomes, condominiums, mixed use and other buildings, and
  - b. alterations to residential properties where construction work started before April 4, 2020.

This information is provided until further notice, and will be updated pending further direction or clarification from the Province of Ontario.

#### **New permit applications –**

The Municipality will continue to review electronically submitted applications.

Please email the applications to: [mcox@hastingshighlands.ca](mailto:mcox@hastingshighlands.ca)

While the Municipal Office is closed to the public, building permit applications may be mailed in or dropped off at the Municipal Office by prior arrangement. Arrangements are to be made by emailing Martin Cox at [mcox@hastingshighlands.ca](mailto:mcox@hastingshighlands.ca). You will be provided with a time for drop off and a member of staff will meet you. Alternatively, use the mail box located on the Hastings Highlands Library wall, adjacent to the main entrance of the Hastings Highlands Complex. Any mailed in or hand delivered permit applications will have a one week time lag from the date the packages are delivered to the Municipal Office to the start of the pre-screening (subject to public health advice, it may be longer).

### **Site Inspections: New ‘Essential Services’ Construction**

The Building Department will be inspecting in person unoccupied ‘**Essential Services**’ construction sites only.

The Building Department staff will **not** be entering occupied area of buildings under construction including personal dwellings or occupied areas of industrial, commercial, multi - residential and institutional buildings. Details on inspections for previously occupied areas are listed in “Site Inspections: Occupied Buildings” below.

Inspection staff may ask you to answer brief, non-intrusive screening questions related to the COVID-19 health risks, and practice social distancing. Please understand this is for the protection and peace of mind of our staff who will be serving you and other members of the public.

Building inspections are to be booked by emailing Martin Cox [mcox@hastingshighlands.ca](mailto:mcox@hastingshighlands.ca) or by calling 613 338 2811 extension 255.

### **Site Inspections: Occupied ‘Essential Services’ Buildings**

The Building Department staff will **not** be entering occupied areas of buildings under construction including personal dwellings or occupied areas of industrial, commercial, multi - residential and institutional buildings.

The Building Department will review emailed quality photos and videos or inspect via video calls on programs such as Facetime and What’s App. The Building Department will email the owner or builder an inspection report stating whether the inspection is satisfactory or list deficiencies. Any deficiencies can be reviewed at a later date by the same methods.

Building inspections are to be booked by emailing Martin Cox [mcox@hastingshighlands.ca](mailto:mcox@hastingshighlands.ca) or by calling 613 338 2811 extension 255.

### **3) Planning Department**

The Planning Department remains operational . In person Council meetings and Committee of Adjustments meetings have been suspended until further notice. Council commenced electronic meetings on Monday April 6, 2020.

#### **New planning applications**

The Municipality will review electronically submitted planning applications, including minor variances and 911 addresses.

Please email the applications to: [cbujas@hastingshighlands.ca](mailto:cbujas@hastingshighlands.ca)

While the Municipal Office is closed to the public, planning applications may be mailed in or dropped off at the Municipal Office by prior arrangement. Arrangements are to be made by emailing Cathy Bujas at [cbujas@hastingshighlands.ca](mailto:cbujas@hastingshighlands.ca). You will be provided with a time for drop off and a member of staff will meet you. Alternatively, use the mail box located on the Hastings Highlands Library wall, adjacent to the main entrance of the Hastings Highlands Complex. Any mailed in or hand delivered permit applications will have a one week time lag from the date the packages are delivered to the Municipal Office to the start of the pre-screening (subject to public health advice, it may be longer).

If you have any questions or concerns you may contact me by phone or email at the listed contacts below.

The Municipality thanks you for your cooperation during this time.

Martin Cox  
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Municipality of Hastings Highlands

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