

Building Department – Permits & Inspection Services City Hall Closure to the Public

We are continuing to monitor and respond to new information about COVID-19. As we are dealing with an unprecedented situation that is impacting us all, the health and safety of our customers and staff is of utmost importance.

City hall has now been closed to public access we will continue to work as per usual on your files and inspections will still be conducted as indicated below.

The following measures are implemented to maintain continuity of service:

- Drop boxes will be provided for permit applications that cannot be done via email.
- Any large permit applications will need to be arranged by phone so staff can be at the door when applications are delivered.
- The allotment for credit card payments has been increased to \$6000.00 any payments above this amount will need to be by cheque.
- Cheques are to be dropped off in the finance drop box outside Economic Development on the North/West side of City Hall. Please ensure cheques are placed in an envelope with the construction site address and company name written on the envelope.
- Once payment has been processed you will be contacted by phone or email to arrange a time to pick-up your permit.
- Occupancy and provisional Occupancy permits will be mailed out they will only be emailed out where needed to complete on sales.
- Security deposits for building permits or provisional occupancy permits will need to be provided by cheque.
- SFD sprinkler permit applications will be accepted through the permit applications email below, with colour scanned copies of drawings and schedules.
- Small scale applications such as pools, sheds, basement finished etc. will be accepted via email with any engineered drawings and schedules being colour scanned copies.
- Inspections will still be conducted per our previously established protocols(below).
- Should you attend City Hall without prearranging a meeting time please phone 604-467-7311 or 604-467-5221. Do not bang on the windows.

Note: email has a file size limit of 10 MB. We are working on drop box access for larger file sizes and will share that with you once this is ready to go.

In an effort to minimize contact with City staff, please use the City's on-line services (eSERVICES) for your day to day permit and inspection needs. Building permit information is all online and can be easily accessed at mapleridge.ca. Any questions or inquiries regarding building permits and Inspections can be emailed to buildingenquiries@mapleridge.ca or you can contact us at 604-467-7311. If you are looking for a permit number this can be accessed through the "Building Permit Enquiries" tool in eSERVICES. It should be noted that this particular tool is not phone friendly so you will need to access this through your laptop. A guide is provided for use of these features. If you need assistance navigating the City's website please contact the Building Department staff for assistance through the noted number.



In further efforts to practice physical distancing, as outlined by the British Columbia Center for Disease Control, the following measures have been put in place:

- Inspections of occupied buildings of all types will not be conducted until further notice such as;
 - Special inspections,
 - Final inspections for finished basements (all permit types) where the space has been occupied,
 - Final inspections (all permit types) on homes where the space has been occupied,
 - Inspections on hospitals or care facilities, and
 - Business licence inspections on occupied units.
- The replacement of furnaces and hot water tanks will be closed off based on receipt of a completed gas declaration and reliance on the certified trade.
- Electrical inspections for service work will be conducted to the point of entering occupied space.
- Building under construction are to be vacated at time of inspection to allow the inspectors to conduct their inspection. Should workers be present in the building or should they attempt to follow the inspector during their inspections the inspection will **NOT** be conducted.
- Should the inspectors request to vacate the job site not be honoured then the inspection will **NOT** be conducted.
- If City inspection staff attend a job site and people are in the buildings to be inspected or people in proximity to the inspection are presenting any signs of any illness, the inspection will **NOT** be conducted

We ask that you comply with these requirements to ensure the City can continue to provide the services necessary to keeping your projects moving forward as these measure are being put in places to ensure not only the safety of City staff but also yours and the community.

We apologize for any inconvenience this will cause and thank you for your patience and understanding.

Respectfully;

Stephen J. Côté-Rolvink, RBO, CRBO
Chief Building Official
Building Department - Permits & Inspection Services

Building our Community Together