

March 20, 2020

Dear Community Building Partners:

RE: TEMPORARY MEASURES FOR BUILDING PERMIT AND PLANNING ACT APPLICATIONS

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As you know, we find ourselves in an uncertain time. We are all examining our business practices to find a different balance between our social responsibility to protect the community by slowing the potential spread of COVID-19 in the community, while delivering essential services including those that support investment and economic growth in the community.

As you may also know, earlier today the City of Greater Sudbury implemented new protocols for public access to Tom Davies Square that will help limit the potential spread of COVID-19 and reflect the guidance provided by Public Health Sudbury and Districts.

With these new protocols, we will continue to deliver the high level of Building Services that you have come to know and expect. How we deliver the services will change, to better reflect our social responsibility to each-other and our community.

The Building & Planning Services divisions of the City of Greater Sudbury would like to advise the public and our stakeholder groups that we are going to maintain operations and will continue to offer services from each of the divisional groups in accordance with our local and provincial requirements

Effective March 20, 2020 Building & Planning Services divisions will be launching temporary service measures that will provide options for the public and stakeholder groups to allow a modified process for drop off or electronic submission of Building Permit and Planning Application submissions.

Option 1 – Submission by Appointment or Drop-off to the Security Desk

When receiving an appointment request front line staff will be required to ask 4 questions:

1. Are you or anyone in your residence currently in self-isolation for the COVID-19? (Coronavirus)
2. Are you or is anyone in your residence presenting with fever and/or a new onset cough or difficulty breathing?
3. Have you, or anyone in your residence travelled outside the country in the 14 days prior to your call today?
4. Have your or anyone in your residence had close contact with a confirmed or probable case of COVID-19 (Coronavirus)?

If the caller responds "YES" to any of the questions, they will be advised to contact the office 14 days from the date of their first phone call or, submit their building permit application or planning application electronically along with all required supplementary documentation.

If the caller responds "NO" all of the questions they will be advised to drop off the application at Tom Davies Square by the appointment time given.

Option 2 – Electronic Submission

Building permit applications from the public or stakeholder groups may be electronically submitted directly to the Building Services general email buildingservices@greatersudbury.ca

Applications made under the *Planning Act* by the public or stakeholder groups may be electronically submitted directly to the Planning Services general email planningservices@greatersudbury.ca

In addition to this change, other changes to the Building Permit Application and Inspection approval processes are documented in the attached protocol.

Remember, you can still contact our team via telephone and email as you normally do. We also have a wealth of information available on-line that you can continue to rely on. This includes on-line mapping, status of Planning Act application and information on the services that we provide. For further information, please visit:

Building Services: <https://www.greatersudbury.ca/live/building-and-renovating/>

Planning Services: <https://www.greatersudbury.ca/do-business/planning-and-development/>

Data, Maps and Aerial Photos: <https://www.greatersudbury.ca/play/maps/>

We and our teams look forward to continuing to collaborate with you during this time and ensuring our community's safety and continued economic prosperity.

If you have any questions or feedback please contact either one of us.

Yours truly,



Guido A. Mazza, P.Eng.
Director of Building Services
Chief Building Official



Jason Ferrigan, MSc.PI, MCIP, RPP
Director of Planning Services

cc. Ed Archer, CAO
Tony Cecutti, GM Growth and Infrastructure

COVID-19 Temporary Measures for Building Permit Application & Inspection Processes

Building Permit Application Process

Option 1 – Drop Off at Security Desk or Building Services

Requirements and standards: This will apply to ALL applications including ICI projects.

- Applicants may attend Tom Davies Square and locate one of the Security Contact boxes located beside any of the entry doors. Once they have reached the Security Office, applicants can advise that they would like to drop off an application to the Security Desk for Building Services and then follow the direction of Security staff.
- Applicants may drop off application at the Building Services reception counter by appointment only and will not be required to see Front Counter Plans Examiner (FCPE) staff if they do not feel comfortable to do so.
- Reception-Clerks will sign-in the person dropping off documents and confirm contact information for the applicant listed on the application including telephone number and email address.
- Once the application has been date-stamped it will be reviewed by Front Counter Plans Examination Staff and any outstanding requirements will be emailed to the applicant and a copy of the notification email attached to the application package along with the completed checklists prior to dropping the application into the bin.
- Permit Processing Clerks will review and enter the application, creating the permit and notify the applicant of any additional outstanding requirements and fees payable. This will serve as the initiation of electronic communication between the application and their assigned Permit Processing Clerk who will then provide the applicant the building permit number for reference in future communication.
- Outstanding requirements can be emailed to Permit Processing Clerks or Plans Examiners for review and processing as required.
- All applicants will be notified as per usual when permit is complete and ready for pick up.

Option 2 – Electronic Submission

Requirements and standards: This will apply to ALL applications including ICI projects.

- All applications from “new” General Contractors or the General Public may be submitted directly Building Services General Email buildingservices@greatersudbury.ca
- The applications sent to the Building Services General Email will be monitored by our Records Clerk who will download and print the applications and then send a copy of the electronic submission to J:Building Services, ELECTRONIC SUBMISSIONS.

- The printed copies will be stamped in date order before they are assigned to Front Counter Plan Examination staff for initial review. Any outstanding requirements will be emailed to the applicant and a copy of the email attached to the application package along with the completed checklists prior to dropping the application into the bin.
- Applications from our "regular" General Contractors and Tarion registered Builders may go directly to their previously assigned Permit Processing Clerks for print and review. Applications will be stamped on date received and will be processed in date-order. Any outstanding requirements will be emailed to the applicant and a copy of the email attached to the application package, to be kept in the permit file.
- the Front Counter Plans Exam
- Once applications have been entered into the system, Permit Processing Clerks will notify the applicant of their building permit number, any outstanding requirements and fees owing.
- Outstanding requirements can be emailed to Permit Processing Clerks or Plans Examiners for review and processing as required.
- Applicants will be notified as per usual when permits are complete and ready for pick-up

Electronic Submission of Applications and Supplementary Documents

Plot plans are to be drawn to scale on 11"x17" paper

All drawings are to be to scale & printed to the size of the pdf of the original submitted design.

All supplementary documents for residential projects must be submitted in a readable format (word, pdf) and able to be printed on one of the following page sizes:

8.5" x 11"
8.5" x 14"
11" x 17"

Supplementary documents for ICI projects are to be submitted in a readable format (word, pdf) and printed to the size of the original document.

Printing fees will be charged per single-side of each page in accordance with our fee schedule attached. Multiple Copies of the same document will be charged in the same manner.

Fees will be shown as part of the Building Permit calculation, will be noted on the application page electronically transferred to the applicant and will be payable at time of permit issuance/pickup.

Plans Examination – Internal Staff and Staff working remotely

- a. We will be establishing a method to accept documents larger than 10MB via electronic basis through a file share system.
- b. We anticipate a slight delay in the review and processing of submitted documents as the current system is not set up to process permit submissions electronically.

Booking of Inspections

When receiving request for inspections, front line staff will be required to ask 4 questions:

1. Are you or anyone in your residence currently in self-isolation for the COVID-19? (Coronavirus)
2. Are you or is anyone in your residence presenting with fever and/or a new onset cough or difficulty breathing?
3. Have you, or anyone in your residence travelled outside the country in the 14 days prior to your call today?
4. Have you or anyone in your residence had close contact with a confirmed or probable case of COVID-19 (Coronavirus)?

If the caller answers "YES" to any of the above, an Inspector should not enter the site.

- i. The inspection must be reschedule or
- ii. At the discretion of the Manager of Inspectors, conduct inspections by way, other means.

Conducting Inspection on-site

- a. Staff are directed to ensure they maintain a safe distance form their contact person at all times.
- b. Staff are not to shake hands or share writing devices.
- c. Staff are advised against entering construction trailers.
- d. In the event their contact person or persons on-site are coughing, or exhibiting signs of a cold or fever, Inspectors are to terminate their inspections immediately and document the termination.
- e. Inspections may have to be conducted by other means in discussion with manager of inspections or rescheduled.
- f. Staff have been directed to wear gloves on-site, wash hands, use hand sanitizer, wipe down steering wheels of their vehicles and any high touch areas.

Complaints – ACR Review and Processing

- a. Until further review, complaints that are hazardous in nature or an imminent threat to public health and safety will be given priority. All other complaints such as investigations into occupiers space are to be reviewed by the Manager of Inspectors for required actions

Staffing Levels

- a. Will be reviewed on an ongoing basis and adjusted accordingly.