



# TOWN OF SIDNEY

## Building and Land Use Applications and Inspections During the COVID-19 Pandemic

The purpose of this document is to provide guidance to residents and the development community on the permitting and inspection process during this time. Please note that as this is a fluid situation the information provided is subject to change as the circumstances evolve.

**In-person contact with Development Services staff is by appointment only. Please communicate your inquiry to staff either by email at [developmentsservices@sidney.ca](mailto:developmentsservices@sidney.ca) or by phone at 250-656-1725 so that staff can determine if an appointment is required.**

### **SUBMITTING A PERMIT APPLICATION:**

When submitting a Building or Land Use Permit application the following procedure should be followed:

1. Complete applications should be sent in a digital format to the Development Services Department at [developmentsservices@sidney.ca](mailto:developmentsservices@sidney.ca).  
\*The Town is only able to receive emails with a file size smaller than 20mb. Several emails may need to be sent or Microsoft dropbox, or a similar program, may need to be utilized. Alternatively, a thumb drive (USB) could be dropped off in the dropbox beside the front door of town hall or couriered. Please ensure the envelope is clearly addressed to Development Services, indicates what the application is for and includes the address of the project.
2. Once the application has been received a staff member will contact the applicant to conduct the initial intake of the application over the phone or by email to ensure the required documentation was included with the application.
3. As a general guideline, complex BP applications and land use applications for commercial, industrial and multi-family development are required to provide full-size paper drawings/plans. During the application intake phone call staff will advise the applicant if and when paper copies are required. The intake staff will exercise some discretion when deciding whether paper copies should be submitted for smaller/less complex applications. If paper copies are required an appointment will need to be made with the staff member conducting the intake. The following must be adhered to:
  - a. The applicant or person delivering the plans is not sick;
  - b. The applicant or person delivering the plans has not had, or been in contact with anyone that has had, COVID-19 within at least 2 weeks; and
  - c. The applicant or person delivering the plans has not been out of the country within the last 2 weeks.
  - d. A face-covering should be worn.
4. Depending on the application type, fees may be required prior to staff being able to continue reviewing the application. If this is the case, staff will advise the amount and how to proceed with payment. Once payment has been received and processed the receipt will be emailed it to the applicant.

### **PICKING UP A BUILDING PERMIT:**

*\*Please note that some permit applications, such as plumbing and solid fuel appliance applications, are able to be processed digitally and do not require permit pick up.*

When picking up an approved Building Permit the following procedure should be followed:

1. When a Building Permit has been approved and is ready to be issued staff will inform the applicant by email and will include the total outstanding cost of the permit.
2. In order to pick up the permit, an appointment must be scheduled with the administrative assistant. Whomever is attending the appointment must confirm that they:
  - a. are not currently sick;
  - b. have not had, or been in contact with anyone that has had, COVID-19 within at least 2 weeks; and
  - c. have not been out of the country within the last 2 weeks.
3. When attending the appointment the applicant should be sure to bring a cheque for the fees and deposits and their own pen for signing of documents. A maximum of one person may attend the appointment, unless requested and otherwise permitted when the appointment booking is made. Face-coverings are required when entering any public buildings, including Town Hall.
4. When the applicant arrives, staff will meet them at the designated line-up area in front of the entrance door and will guide them to the development services counter.
5. At the appointment staff will accept payment and the applicant will sign the necessary paperwork and pick up the permit package (Building Permit, plans, permit placard etc.). Once the cheque has been processed the receipt and the receipted Building Permit will be emailed to the applicant.

### **INSPECTIONS:**

The following is mandatory for any type of inspection conducted by a Town of Sidney Municipal Employee:

- No persons on site shall be sick. If there is someone sick working or living at the inspection location they must be off-site during the time the inspector is on site.
- No person on site shall have returned from international travel within the last two weeks. If there is someone who has, they must be off-site during the time the inspector is on site or the inspection will be delayed until the quarantine period has ended.
- No person on site shall have tested positive for COVID-19 or have had contact with anyone who has tested positive for COVID-19 within the past 14-days. If there is someone they must be off-site during the time the inspector is on site.
- Everyone on site must remain a minimum of 2 meters (six feet) from the inspector at all times.
- Where a minimum physical distancing of 2 meters cannot be maintained a face-covering is expected to be worn by all parties.
- The inspector will conduct the inspection alone.
- Notification will be sent by email regarding inspection details including any deficiencies or comments.
- Any questions for the inspector can be asked by phone or email.
- If any of the above conditions are not met the inspection will end immediately and the Inspector will leave.

Please continue to call a *minimum* of 24 hours in advance for inspections.

If you have questions, please contact the Development Services Department at 250-656-1725 or by email at [developmentservices@sidney.ca](mailto:developmentservices@sidney.ca).