



# The Municipality of West Elgin

22413 Hoskins Line, Box 490, Rodney Ontario N0L 2C0

## Municipality of West Elgin - Building Permit Applications and Site Inspections for the Covid-19 period

The Municipal Office remains in operation during regular business hours (8:30 am to 4:30 pm, Monday to Friday), however the office will no longer be open to the public. Municipal staff may be contacted by telephone at 519-785-0560 or email [westelgin@westelgin.net](mailto:westelgin@westelgin.net). Payments to the municipality can be made through telephone or online banking or left in the locked drop box to the right of the main door of the Municipal Office.

As such, the Municipality's Building Department will be operating as follows:

### Building Department

The Building Department remains operational and will continue to provide **certain** site inspections (Details below). During this time, the Municipality is unable to guarantee that normal processing and inspection timelines will be met.

### New permit applications –

The Municipality will review submitted applications (usually within the 10 business days) for Residential New Construction, Renovation and Additions and Residential Accessory structures. Other permit review periods are completed within the legislated time frame as set out in the Ontario Building Code.

Please email the applications to: [building@westelgin.net](mailto:building@westelgin.net)

While the Municipal Office is **closed** to the public, building permit applications may be mailed in, dropped off at the Municipal Office (drop box) or emailed to the address above.

### Site Inspections: New Construction

The Building Department will be inspecting in person **new** construction sites only.

The Building Official 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.

The Building Official 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 staff who will be serving you and other members of the public.

Building inspections are to be booked by emailing the Building Official at [building@westelgin.net](mailto:building@westelgin.net) or by calling 519-785-0560 extension 224.

### **Site Inspections: Occupied Buildings**

The Building Official 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 Official will review emailed quality photos and videos or inspect via Facetime and then 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 Jackie Morgan-Beunen at [building@westelgin.net](mailto:building@westelgin.net) or by calling 519-785-0560 ext 224**