



Building Department Notice  
March 17, 2020

**For the health and safety of everyone.**

Our office is closed to the public however, Building Applications are still being accepted. We have provided hard copies that can be filled out and a drop box located at the main doors of the township office. If possible, please send your applications and the necessary drawings and site plans electronically to [building@acwtownship.ca](mailto:building@acwtownship.ca).

Once the application has been reviewed and is ready to be issued, applicants will be notified of application fees owing via email or phone. Cheques or cash can be dropped off using the drop box or alternatively, an etransfer can be accepted by emailing [accts@acwtownship.ca](mailto:accts@acwtownship.ca). Once payment is received, the building permit will be emailed or mailed to the applicant.

Mandatory building inspections will continue for **non-occupied buildings**. **Occupied residential buildings will not be inspected until further notice**. Inspections of non-occupied buildings will only be conducted if **no persons are present during the inspection**. Any information normally provided in person onsite, should be communicated to the Building Department prior to the scheduled site visit via phone or email.

All other Building Department services will be conducted online via [building@acwtownship.ca](mailto:building@acwtownship.ca) or by telephone 519-524-4669.

Plans for any new structure, addition or renovation must be approved. A Building Permit is your formal permission to start construction or demolition.