



## Updated Building Department Notice

May 7, 2020

Due to COVID-19 and the safety of our Inspectors, we are ensuring our customers are well informed of our modified guidelines for Inspections.

- To book an inspection – please email Sarah Louise, our Building Administrator, at [building@acwtownship.ca](mailto:building@acwtownship.ca)
- Sarah Louise will confirm your scheduled inspection date and time.
- Any and all documentation required for the inspection are to be emailed to [building@acwtownship.ca](mailto:building@acwtownship.ca)
- Our inspectors will arrive onsite at the scheduled date, time and location.
- Should there be a conflict on our end, we will contact you and reschedule accordingly.
- Open-Air inspections will continue as normal.
- All contractors are to respect the Government Guidelines of a two-meter physical distancing.
- No persons shall be in any building at time of inspections.
- Inspection reports will be emailed after completion, as normal.
- At this time, **NO OCCUPIED** buildings will be inspected, this may include homes that are being relocated.

Should you have any questions or concerns, please contact the Township office at 519-524-4669.



## Updated Building Department Notice April 13, 2020

Following with [Ontario Regulation 82/20, made under the Emergency Management and Civil Protection Act](#), effective **Saturday April 4, 2020 at 11:59 pm**, construction sites operating under Building Permits issued pursuant to the *Building Code Act* will be closed or will not commence.

[Construction projects deemed essential](#) in Sections 27 to 31 of the Provincial Order may commence or continue:

- Sections 27 to 29 address Healthcare, Critical Infrastructure and Industrial projects (related to petrochemical and PPE production).
- Section 30 discusses Residential Construction and includes work for permits already issued for foundations and full construction of single family/semi-detached/ townhomes and for above grade structural or full building construction of condominiums, mixed use and other buildings. Further, projects that involve renovations to residential properties are permitted to continue if construction work was legally commenced prior to April 4, 2020.
- Section 31 permits construction and maintenance activities necessary to temporarily close construction sites under this regulation to ensure ongoing public safety.

**The Township will continue to accept all permit applications and issue all permits.** Despite the issuance of any permit, you may not be permitted to commence construction due to Regulation 82/20 or subsequent Provincial or Municipal Emergency Orders.

It is your responsibility to read, understand, keep up to date with and comply with Regulation 82/20 and other Provincial or Municipal Emergency Orders and to determine when you are permitted by any Emergency Orders to engage in construction.

Moving forward, the Township will only conduct inspections on projects that are [deemed essential](#) under O. Reg 82/20.

If you have questions or concerns about the Province's orders, contact the Stop the Spread Business Information Line at 1-888-444-3659.



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 [treasurer@acwtownship.ca](mailto:treasurer@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.