



**Development Services and Environmental
Sustainability Department**
Covid-19 Continuity Plan – November 30, 2021
Permits and Inspections Procedure

Effective November 15, 2021, the Building Division is open for transactional services Monday to Friday 8:15 a.m. to 4:00 p.m. (excluding statutory holidays) for permit submissions, payments and permit pickups.

Building Permit Applications

Fully completed building permit applications will now be accepted in person at the Building Counter. Alternatively; send applications by mail, courier, or by email, in a PDF format, to scale, and no larger than 11" x 17" to: permits@muskokalakes.ca. These applications will be processed and reviewed in accordance with the Ontario Building Code and applicable law.

Building Inspections

Confirmation that a Township of Muskoka Lakes Building Inspector can safely enter a site is required at the time of booking and at the time of the inspection based on the following criteria:

- Worksites must be vacant at the time of inspection;
- An inspection will not be conducted on any worksite where Covid-19 is present;
- If the Inspector has any concerns for their health, an inspection will not be conducted;
- If any supporting documents are required for the inspection they must be provided to the Inspector electronically or are to be left on site.
- Occupied buildings will not be inspected unless vacated a minimum of 3 days prior to inspection.

When onsite, Inspectors will be assessing the site with the conditions listed above. If any conditions are not satisfactory to the Inspector, an inspection will be re-booked at a later date.

Note: For enclosed inspections such as insulation, heating, plumbing, occupancy or final, etc..., Inspectors will be confirming site conditions as outlined above. If any of these conditions are not met, an inspection will not be conducted at that time. If an inspection is needed to finalize or advance a permit, the Building Department may consider Engineer or Architectural reports for compliance with the related item under the Building Code.

Booking Inspections: visit the online form at www.muskokalakes.ca/bookinspection or by phone at 705-765-3156.

Please include the required fields:

- Date of Inspection;
- Permit Number;
- Property Address;
- Type of Inspection;
- Contact Name, Email address;
- Contact Phone Number.

Inspections will occur within 48 hours of the request (unless requested for a later date). Your Inspector will contact you to arrange a time and date for this inspection and also to discuss Health & Safety practices for onsite inspections.