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COVID-19 - DEVELOPMENT SERVICES DEPARTMENT

Following the restriction of public access to the Municipal Office, the Development Services Department will maintain services essential to department functions as outlined below.

Building Inspections

- Inspections may only be booked via email or by phone. Please do not leave inspection requests via voicemail. Be sure to speak directly to an office staff member.
 - Please include – Contact information, site address, type of inspection, and permit number.
- Inspections will be completed within 48 hours.
- Inspectors will not conduct inspection inside occupied dwellings at this time.
- Permit holders wishing to book an inspection will be asked a series of questions to confirm that no workers on their jobsite have been out of the country in the last 14 days or have been in potential contact with COVID-19.
- Inspection documents (engineered specifications, etc.) shall be emailed in advance of the inspection or be made available on site for the inspector.

Building Permit Applications and Licensing

- Only fully completed [applications](#) will be received via email at bldg@muskokalakes.ca, or in the Township drop box (located at Municipal Office rear entry door).
- A [building permit application checklist](#), completed by the applicant, must be included.
- Plans and required documents can be submitted in PDF format and emailed with a completed application.
- Payment for applications must be made by cheque enclosed in an envelope labeled with the property owners name and identified as “Building Permit Fee Payment” and left in the Township drop box (located at the Municipal Office rear entry door).
- Approved permit documents, receipts and a laminated copy of the building permit will be delivered to the site by an inspector at the time of first required inspection.
- A scanned copy of approved documents and building permit can be emailed upon request of the applicant.

Administration

- Duties will continue as normal respecting above revisions to procedures.

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