



Development Services Department
Covid 19 Continuity Plan - April 14, 2020
Permits and Inspections Procedure

Building Permit Applications

Building permit applications will continue to be accepted via email bldg@muskokalakes.ca or at the Municipal Office drop box. These applications will be processed and reviewed in accordance with the Ontario Building Code and applicable law. However, the associated building permit will not be issued until Provincial restrictions on essential workplaces are lifted. The only exception will be where an Order has been placed on a property for health and safety reasons.

Building Inspections

Building inspections will continue to be provided on residential construction where:

- A footing permit has been granted for single family dwellings, semi-detached and townhomes;
- An above grade structural permit has been granted for condominiums, mixed use and other buildings; or
- Renovations to residential properties and construction work that started before Saturday, April 4, 2020 (11:59 pm).

In an effort to ensure health & safety of both home owners and staff, building inspections are only available for **non-occupied buildings**.

Once the Province of Ontario lifts the orders, an inspection of an occupied building may be requested at that time. Exceptions for inspections of occupied buildings will only be made by the Chief Building Official.

Confirmation that Township of Muskoka Lakes Building Inspectors 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;
- Any worksite where COVID-19 is possible, an inspection will not be conducted;
- 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 to be left on site.

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, inspectors will be qualifying the site with the conditions as outlined above. If any of these conditions are not met, an inspection will not be available for a minimum of 14 days. If an inspection is needed to finalize or advance a permit, the Building Department will review any acceptable Engineer or Architectural reports for compliance with the related item under the Building Code.

Booking Inspections: Email your inspection request to bldg@muskokalakes.ca. Include: Type of Inspection, Permit Number, Property Address, Contact Name and Number. An inspector will contact you and confirm the conditions above. If you cannot confirm the conditions noted above will be met, then the inspection will not take place.