



**Development Services and Environmental
Sustainability Department**
Covid-19 Continuity Plan – February 16 , 2021
Permits and Inspections Procedure

Effective February 16, 2021, Applicants/Owners will be contacted to arrange a scheduled curbside pickup time and date for building permits issued from January 14, 2021 to February 16, 2021.

Building Permit Applications

Fully completed building permit applications will continue to be accepted by mail, 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.

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: 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 these conditions are met the inspection will not take place.