



THE CORPORATION OF THE TOWNSHIP OF NORWICH
Building/Drainage Department Operations
- STATUS UPDATE - Jan. 13th, 2021

The following correspondence is to update the public on the status of Township of Norwich Building and Drainage Department services and operational policy and procedure changes in specific response to COVID-19.

DRAINAGE SERVICES

The Drainage Department will continue to operate on a limited basis as per below:

- requests for repair or maintenance to a municipal drain may be made via e-mail to drooke@norwich.ca and kpinnoy@norwich.ca
- service locate requests **will continue** to be processed
- on-going construction and maintenance of Municipal Drains **will continue** on a discretionary basis

PLEASE NOTE – the scheduling of all meetings related to Municipal Drainage will continue until further notice

BUILDING SERVICES

Please be advised that on January 12th, 2021 the Premier's Office declared a second provincial emergency in response to COVID-19 under the Emergency Management and Civic Protection Act (EMCPA). The declaration of emergency automatically terminates 14 days after being made – and can be extended.

As per the Provincial Order, Construction projects are to be halted except those that are deemed essential. They include:

- Construction projects associated with the healthcare sector and long-term care homes.
- Those ensuring safe and reliable operations (transit, transportation, energy mining).
- Construction projects that provide new capacity in schools, colleges, universities, municipal infrastructure and child care.
- Construction of projects under the Investing in Canada Infrastructure Program.

- Projects and services that support the operations of broadband internet and cellular technologies.
- **Residential construction** including projects that will provide affordable housing and shelter for vulnerable persons.

Notwithstanding the above, The Department continues to review and issue Permits for COMPLETE AND COMPLIANT APPLICATIONS on a first-come-first-served basis with mitigating priority being given to projects which are explicitly consistent with, and directly related to the Provinces list of essential business and types of construction as defined.

We would encourage all permit holders and contractors to consider the Provincial Orders and the advice of affiliated government health agencies as they relate to any of your construction and work plans.

CONSTRUCTION SITE SAFETY

We are requiring that owners, contractors and construction site superintendents to comply with both the Township of Norwich Building by-law requirements and the Provincial Orders relating to Essential business as either may apply to your construction site.

Ensure your site is secured against illegal entry at all times that it is not supervised or engaged in active construction to help mitigate the elevated risk posed to children who may be entering our jobsites during this time.

Please also review the Ministry of Labour website for further guidance and instruction relating to **Construction site health and safety during COVID-19**

<https://www.ontario.ca/page/construction-site-health-and-safety-during-covid-19>

BUILDING PERMIT APPLICATION AND PLANS REVIEW SERVICES

The Township Building Department Permit application intake, review, inspection and enforcement services will continue to operate on a limited basis as per below:

- Complete Building Permit applications can be/continue to be received either;
 - o electronically with proof of digital signatures and mailed in cheque for base fee (confirmation of receipt and completeness to occur 2 or more days after submittal), or
 - o IN PERSON via hard copy/paper-based submission BY APPOINTMENT ONLY, during regular offices hours.
- confirmation of a complete application is REQUIRED to be verified by a qualified staff member (no drop box service available)
- electronic application submittals are preferred at this point

- submittal of miscellaneous paperwork may only be deposited in-person at the Township Administration Building BY APPOINTMENT ONLY
- Only fully completed applications for permit will be received where submitted via the dropbox (contact lpattenden@norwich.ca, kpinnoy@norwich.ca, or drooke@norwich.ca for details on complete applications)
- Cheques may be submitted via the building-mounted “after hours drop box” in a sealed envelope labelled “attn. Building Department”. Please contact staff for further details prior to dropping the cheque in the box.

BUILDING PERMIT INSPECTION SERVICES

Will continue to operate on a limited basis as per below:

- SOME types of inspections will be limited or restricted depending upon the type of building and nature of the inspection (please call for further details)
- ALL inspections MUST be booked via emailed request to drooke@norwich.ca and kpinnoy@norwich.ca .
- ALL inspection requests must include a call-back number for confirmation purposes. ***Unless a confirmation e-mail or a call back is received, please DO NOT assume the inspection has been booked or completed.***
- A prescreening COVID declaration for prescreening is required to be completed prior to the completion of every inspection (See attached “Inspections Requiring Building Entry (Inspection Pre-screening)” forms)

Inspection Service Continuity

1. Inspection of **RESIDENTIAL** (single detached, semi-detached and townhomes) construction work associated with a building permit issued **before Wednesday January 13, 2021 (11:59 pm) will continue.**

No inspections will be conducted for work associated with new **RESIDENTIAL** (single detached, semi-detached and townhomes) construction under a permit issued **after January 13, 2021.**

Regardless of permit issuance date, **inspections will continue** to be provided for other residential construction or demolition work related to:

- a condominium, mixed use or apartment building.
- a project that involves renovations to residential properties and construction work was started before January 12, 2021, under a building permit.
- construction for utility infrastructure (site servicing) for residential development.

- construction on any project intended to provide:
 - affordable housing, or shelter or supports for vulnerable persons, if the project is being funded in whole or in part by, or is being undertaken by:
 - the Crown in right of Canada or in right of Ontario, an agency of the Crown in right of Canada or in right of Ontario, a municipality, a service manager as defined in the Housing Services Act, 2011, or a registered charity and not for profit within the meaning of the Income Tax Act (Canada), or a not-for-profit corporation

2. Inspections will continue to be conducted under a building permit for work associated with **INSTITUTIONAL** construction or demolition projects and services associated with:

- the healthcare sector and long-term care, including new facilities, expansions, renovations and conversion of spaces that could be repurposed for health care space, regardless of the date the permit was issued.
- projects that support the operations of, and provide new capacity in schools, colleges, universities, municipal infrastructure or child care centres within the meaning of the *Child Care and Early Years Act, 2014*.

3. **Inspections will continue** to be conducted for work associated with an **INDUSTRIAL** building permit for construction or demolition activities required for,

- the maintenance and operations of petrochemical plants and refineries,
- significant industrial petrochemical projects where preliminary work has commenced
- , under a building permit.
- industrial construction and modifications to existing industrial structures limited solely to work necessary for the production, maintenance, and/or enhancement of Personal Protective Equipment, medical devices such as ventilators, and other identified products directly related to combatting the COVID-19 pandemic.
- projects or activities that would provide additional capacity in the production, processing, manufacturing or distribution of food, beverages or agricultural products.

4. **Inspections will continue** to be conducted for construction work associated with any **INDUSTRIAL, COMMERCIAL** or **INSTITUTIONAL** permits for construction or demolition activities required for:

- Construction projects and services required to ensure safe and reliable operations of, or to provide new capacity in, provincial infrastructure, including

transit, transportation, resource, energy and justice sectors beyond the day-to-day maintenance.

- the supporting operations of providing new capacity in, electricity generation, transmission, distribution and storage, natural gas distribution, transmission and storage or in the supply of resources;
 - Construction projects and services that support the operations of broadband internet and cellular technologies and services.
- Construction projects that were commenced before **January 12, 2021**, under a building permit, and that would:
 - provide additional capacity for businesses that provide logistical support, distribution services, warehousing, storage or shipping and delivery services, or
 - provide additional capacity in the operation and delivery of Information Technology (IT) services or telecommunications services.
 - Construction projects funded in whole or in part under the Investing in Canada Infrastructure Program
 - Construction an institutional, commercial, or industrial development related to utilities infrastructure (site servicing).
5. **Inspections will not be conducted for construction or demolition activities** not listed above.
6. **Inspections** for construction work associated with any **AGRICULTURAL Construction** permits for work due to be completed before June of 2021, where related to support of AGRICULTURAL BUSINESS and SUPPLY CHAIN operations **will continue**
7. **Inspections** of a **SEPTIC SYSTEM** construction commensurate to RESIDENTIAL construction under **a permit issued prior to Jan. 12th, 2021 will continue.**
8. **Inspections** of SEPTIC SYSTEM construction commensurate to RESIDENTIAL construction under **a permit issued after Jan. 12th, 2021 are suspended**
9. **Inspections** related to reports of SEPTIC SYSTEM failure, potable water threat, malfunctioning system will be assessed as each request comes forward.

Signs, Pools Fences, and other Work Approvals Inspections

1. **Inspections** related to the construction of these works **are suspended**

Fencing/Hoarding related works to make safe, general enforcement and inspections

1. **Inspections will continue** in accordance with the Township Building by-law and provisions of the Provincial Order.

PLEASE NOTE:

- The department will continue to work with builders and contractors to ensure that construction can continue in conformance with Building Standards safely.
- attempts to substitute a required inspection with an Engineer's inspection report, or by submitting pictures of work completed and covered without a required inspection or permit will not be accepted.
- Further adjustments to our operations may be made at any time in accordance to the recommendation of Health Authorities and our Community Control Group.
- Any further changes or updates will be provided through the Township of Norwich website.
- If you have questions or concerns please don't hesitate to contact us at the below.

Please Stay Safe,

Brad Smale,

Manager of Building & Drainage Services, Chief Building Official

Township of Norwich

bsmale@norwich.ca

519-468-2410, ext. 231

This statement is the interpretation of the Chief Building Official as reviewed by Township Council and Administration. The interpretation may be reviewed pending further direction/clarification from the Province of Ontario



THE CORPORATION OF THE TOWNSHIP OF NORWICH

Inspections Requiring Building Entry (Inspection Pre-screening)

PURPOSE	The purpose of this procedure is to minimize health risks associated with COVID-19 virus transmission while perform inspections related to the Ontario Building Code.
SCOPE, DEFINITIONS AND HAZARDS	This procedure applies to all employees required to enter buildings for the purpose of inspection as prescribed by the Ontario Building Code.
RESPONSIBILITY	<p>Site Management: Management will ensure that proper PPE is available to employees.</p> <p>Site Supervisor: Supervisors will communicate and enforce this procedure and train all involved parties to ensure they understand their responsibilities.</p> <p>Workers/Occupants: All workers and Occupants will follow this procedure, use the PPE properly and/or notify the inspector of improper PPE.</p>
PROCEDURE	<p>Prior to entering the building: Where possible, address any issues arising with the inspection using electronic communication prior to completing the in-person to reduce the need for the inspector to enter the building.</p> <p>Screen occupants of the space being inspected with the following questions:</p> <ul style="list-style-type: none"><input type="checkbox"/> In the past 14 days has anyone in this space tested positive for COVID-19 or been in close contact with anyone who has tested positive for COVID-19?<input type="checkbox"/> In the past 14 days has anyone in this space experienced a fever, shortness of breath or new/worsening cough?<input type="checkbox"/> Have you travelled outside Ontario in the past 14 days? <p>If answers are “yes” to any of these questions the inspection <u>cannot</u> be conducted</p>

Signed: _____ Date: _____



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Inspections Requiring Building Entry (Inspection Pre-screening) (cont'd.)

Upon confirmation of negative screening, don PPE in the following order: Hand hygiene (wash hands or use hand sanitizer) Put mask on Put gloves on

While in the building:

1. Keep inspections as short as possible
2. Maintain 2 metres of physical distancing with all occupants as much as possible
3. DO NOT remove PPE
4. DO NOT touch your face

After the inspection

Remove gloves using glove to glove, skin to skin technique described in Training Section of this procedure -> Remove mask -> Hand hygiene (wash hands or use hand sanitizer).



THE CORPORATION OF THE TOWNSHIP OF NORWICH

Checklist of Construction Business Deemed Able to be Open during Lockdown

Construction activities or projects and related services, including land surveying and demolition services, that,

(a) are associated with the health care sector or long-term care, including new facilities, expansions, renovations and conversion of spaces that could be repurposed for health care space;

(b) ensure safe and reliable operations of, or provide new capacity in, provincial infrastructure, including the transit, transportation, resource, energy and justice sectors beyond day-to-day maintenance;

(c) support the operations of, or provide new capacity in, electricity generation, transmission, distribution and storage, natural gas distribution, transmission and storage or in the supply of resources;

(d) support the operations of, or provide new capacity in, schools, colleges, universities, municipal infrastructure or child care centres within the meaning of the Child Care and Early Years Act, 2014;

(e) are required for,

(i) the maintenance and operations of petrochemical plants and refineries,

(ii) significant industrial petrochemical projects where preliminary work commenced before January 12, 2021, or

(iii) industrial construction and modifications to existing industrial structures limited solely to work necessary for the production, maintenance or enhancement of personal protective equipment, medical devices such as ventilators and other identified products directly related to combatting the COVID-19 pandemic;

(f) would provide additional capacity in the production, processing, manufacturing or distribution of food, beverages or agricultural products;

(g) were commenced before January 12, 2021 and that would,

(i) provide additional capacity for businesses that provide logistical support, distribution services, warehousing, storage or shipping and delivery services, or

(ii) provide additional capacity in the operation and delivery of Information Technology (IT) services or telecommunications services;

(h) support the operations of broadband internet and cellular technologies and services;



THE CORPORATION OF THE TOWNSHIP OF NORWICH

Checklist of Construction Business Deemed Able to be Open during Lockdown

(Cont'd.)

- (i) are related to residential construction projects where,
 - (i) a building permit has been granted for a single family, semi-detached and townhomes,*
 - (ii) the project is a condominium, mixed-use or other residential building, or*
 - (iii) the project involves renovations to residential properties and construction work that was started before January 12, 2021;**
- (j) prepare a site for an institutional, commercial, industrial or residential development, including any necessary excavation, grading, roads or utilities infrastructure;*
- (k) are necessary to temporarily close construction sites that have paused, or that are not active, to ensure ongoing public safety;*
- (l) are funded in whole or in part by the Investing in Canada Infrastructure Program;*
- (m) are,
 - (a) intended to provide shelter or supports for vulnerable persons or affordable housing; and*
 - (b) being funded in whole or in part by, or are being undertaken by,
 - (A) the Crown in right of Canada or in right of Ontario,*
 - (B) an agency of the Crown in right of Canada or in right of Ontario,*
 - (C) a municipality,*
 - (D) a service manager as defined the Housing Services Act, 2011, or*
 - (E) a registered charity within the meaning of the Income Tax Act (Canada), or*
 - (F) a not-for-profit corporation.***