



Date	Version #	Details
April 29, 2020	1	Original version
May 21, 2020	2	Changes highlighted in yellow

## **BACKGROUND**

This policy is in place until further notice due to the exceptional circumstances of the evolving COVID-19 pandemic.

During the period of time of the declared COVID-19 pandemic and to the extent that it is reasonably and operationally possible, the Squamish-Lillooet Regional District (SLRD) wishes to provide a mechanism for undertaking inspections related to building permits that are in compliance with evolving orders, recommendations and direction of the Provincial Health Officer, provincial government, or other relevant authority.

Thus, to ensure the safety and protection of SLRD personnel and others at construction sites while allowing this important service to continue, the SLRD has instituted modified inspection processes respecting strict physical distancing and other protocols, including the discretion of the Inspector to decline to perform inspections until further notice.

The SLRD recognizes the importance of maintaining its regular services to the extent possible during the COVID-19 pandemic. The SLRD will continue to process building permit applications and answer inquiries in a timely manner, however, in some cases delays may be unavoidable.

## **DEFINITIONS**

In this policy:

“Building” means any structure or construction as outlined in the Bylaw, which is the subject of an Inspection.

“Inspector” means an SLRD Building Inspector, SLRD Building Official or SLRD Plumbing Inspector.

“Bylaw” means Squamish-Lillooet Regional District Building Bylaw No. 1611-2020 or predecessor bylaw as the case may be.

“Construction Site” means the site on which a Building which is the subject of an Inspection is/will be situated on.

“Inspection” or “Inspections” means any inspection with respect to a Building for:

Approving Authority: Chief Administrative Officer	Page 1 of 5
Policy Name: Building Permit Applications and Inspections during the COVID-19 Pandemic	Policy No: 22-2020
Date of Approval: April 29, 2020	Dates of Amendment: v.#2 - May 21, 2020
Policies Superseded:	Related Enactments: SLRD Building Bylaw



- Footings/Foundations
- Damp-proofing
- Framing/Sheathing
- Slab/Poly
- Insulation
- Final building
- Plumbing - underground, rough-in and draitile and all other plumbing inspections
- Final plumbing

“Owner” means the owner with respect to a building permit application and Inspections related thereto, and includes the Owner’s builder or representative as well an agent appointed pursuant to the Bylaw.

**BUILDING PERMIT APPLICATIONS**

1. The Owner should submit building permit applications (i.e. plans, drawings, permits and associated documentation, etc.) in hard copy format. The required delivery method is by Canada Post (including any of their expedited services) to the SLRD at the following address:

SLRD  
P.O. Box 219  
Pemberton, BC  
V0N 2L0

2. Notwithstanding section 1, upon special arrangements being made directly with the Senior Building Clerk, hard copy submissions may be able to be hand delivered to the SLRD Office in which case they will be held in quarantine for a minimum of 48 hours. Please contact the Senior Building Clerk at (604) 864-6371 ext. 222 to discuss this possibility.
3. For clarity, any hard copy submissions not falling within the above requirements (i.e. Canada Post in section 1 or special arrangements in section 2) will be unopened and returned (if possible) to the sender as the SLRD office is otherwise closed to the public.
4. Building permit application fees and related payments should be submitted by cheque by:

Approving Authority: Chief Administrative Officer	Page 2 of 5
Policy Name: Building Permit Applications and Inspections during the COVID-19 Pandemic	Policy No: 22-2020
Date of Approval: April 29, 2020	Dates of Amendment: v.#2 - May 21, 2020
Policies Superseded:	Related Enactments: SLRD Building Bylaw



- a. Canada Post (including any of their expedited services) to the SLRD at the address set out in section 1; or
  - b. Including such fees or payments with hard copy submissions by special arrangements as set out in section 2.
5. Payment of fees can only be made to the SLRD via cheque, and no other method of payment will be accepted.
  6. Once issued, the SLRD will send permits to the Owner by Canada Post (regular mail).

**BUILDING AND PLUMBING INSPECTION PROTOCOL**

7. **Notwithstanding any of the following sections 8 to 12 inclusive:**
  - a. **The Inspector may, in his sole discretion, decline to perform an Inspection until further notice.**
  - b. **It remains the obligation of the Owner to contact the SLRD Building Department at (604) 894-6371 ext. 241 to arrange for the Inspections as noted on their building permit – please note that there are additional procedures regarding Plumbing Inspections that are set out in section 13 below.**
  - c. **Where applicable, if Inspections are required but not undertaken for any reason, the Owner will not proceed with construction without first having received the written approval of the Inspector to do so.**
8. When requesting the Inspection, it is a requirement that:
  - a. the Owner confirm that the guidelines issued by the Provincial Health Officer and the provincial government regarding construction site safety during COVID-19 have been and are being followed on the Construction Site;
  - b. the Owner confirm that all valuables will be removed from the Construction Site, or adequately secured, as of the date the Inspection is scheduled to occur; and
  - c. the Owner confirm that in the previous 14 days there have not been on the Construction Site:
    - any persons experiencing symptoms consistent with those of COVID-19; or
    - any persons who have returned from travel outside of Canada.

Approving Authority: Chief Administrative Officer	Page 3 of 5
Policy Name: Building Permit Applications and Inspections during the COVID-19 Pandemic	Policy No: 22-2020
Date of Approval: April 29, 2020	Dates of Amendment: v.#2 - May 21, 2020
Policies Superseded:	Related Enactments: SLRD Building Bylaw



9. When the Inspector arrives at the Construction Site, it is a requirement that the Owner re-confirm the items as set out in section 8.
10. If the Owner is not able to confirm (and re-confirm) the items in section 8 (and section 9), the Inspector will not conduct an Inspection until such time as these items can be confirmed (or re-confirmed).
11. In those circumstances where in the opinion of the Inspector a full and complete Inspection can be undertaken with the use of other tools (such as photos, video, Skype, FaceTime, etc., along with documentation related thereto), the Inspector may, in his sole discretion, use such tools to undertake or facilitate Inspections.
12. The following protocols are in place:
  - a. During the Inspection, no person will be within 10 metres of the Building or the area on the Construction Site which is the subject of the Inspection, and no person will be inside the Building. Prior to the Inspector arriving at the Construction Site, the Owner, all construction personnel and other persons will vacate the Building.
  - b. Notwithstanding subsection 12.a, the Inspector may require that the Owner accompany the Inspector during the Inspection and in this situation physical distancing of 2 metres will be practiced at all times, and the Owner will wear a face mask (can be non-medical grade) and gloves. If the Inspector is proceeding pursuant to this section, the SLRD will so advise the Owner in advance of the Inspection.
  - c. The Owner will have removed or adequately secured all valuables that may be on the Construction Site.
  - d. The Inspector will bring their own copies of any required documentation to the Construction Site (i.e. there will not be documents passing between the Owner and the Inspector).
  - e. If the Owner wishes to speak with the Inspector immediately after the Inspection, it is the SLRD's preference that, if possible, such communication occur by other means, such as telephone or email. If communication does occur on the Construction Site, the Owner will wait on the Construction Site as noted in subsection 12.a, wear a face mask (can be non-medical grade) and practice physical distancing of 2 metres while speaking to the Inspector.

Approving Authority: Chief Administrative Officer	Page 4 of 5
Policy Name: Building Permit Applications and Inspections during the COVID-19 Pandemic	Policy No: 22-2020
Date of Approval: April 29, 2020	Dates of Amendment: v.#2 - May 21, 2020
Policies Superseded:	Related Enactments: SLRD Building Bylaw



### **ADDITIONAL PROCEDURES FOR PLUMBING INSPECTIONS**

In this section, “Plumbing Inspection” means any inspection with respect to a Building for: (1) Plumbing - underground, rough-in and draintile and all other plumbing inspections; and (2) Final plumbing inspection.

#### **13. When requesting a Plumbing Inspection:**

- a. The Owner’s plumber will contact the (plumbing) Inspector by phone at (604) 907-1073 to arrange an appointment for a Plumbing Inspection, recognizing that the Owner’s plumber is required to be on site in order to participate in a virtual inspection by Zoom, FaceTime or Skype with the Inspector. Plumbing Inspections will be booked for Tuesdays. Depending on the Inspector’s availability, the SLRD will attempt to accommodate requests for Plumbing Inspections on days other than Tuesdays.
- b. Once the Plumbing Inspection has been arranged in accordance with subsection 13.a, the Owner’s plumber will then contact the Building and Planning Assistant at (604) 894-6371 ext. 241 or [bldgofficial@slrd.bc.ca](mailto:bldgofficial@slrd.bc.ca) to finalize the Plumbing Inspection and will provide the date as arranged with the Inspector as well as the Owner’s plumber’s phone number (cell preferred) and email address (if applicable).
- c. At the arranged Plumbing Inspection appointment as determined in subsection 13.a, the Owner’s plumber will attend at the Building and will call the Inspector to initiate the Plumbing Inspection, which will occur by Zoom, FaceTime or Skype.
- d. The SLRD reserves the right to require that the Plumbing Inspection be undertaken on-site (i.e. by the Inspector attending at the Building to undertake the Plumbing Inspection) and in this situation, the Building Department will follow-up with the Owner’s plumber regarding the scheduling of an on-site Plumbing Inspection at a later date.

Approving Authority: Chief Administrative Officer	Page 5 of 5
Policy Name: Building Permit Applications and Inspections during the COVID-19 Pandemic	Policy No: 22-2020
Date of Approval: April 29, 2020	Dates of Amendment: v.#2 - May 21, 2020
Policies Superseded:	Related Enactments: SLRD Building Bylaw