
April 20, 2021

Building Service Notice – COVID-19- Update

Building Services continues to monitor the provincial regulations as it relates to construction activity. Announcements can occur with little or even no notice and we strongly encourage everyone to review other government sources for the latest information on what types of construction can or cannot continue.

We continue to respond to enquiries, accept, review and issue permits, conduct inspections on those permits, but with some modifications. Where construction activity is permitted to continue, we will assist as regulations permit.

Currently, Building Services is experiencing a significant increase in permit applications. At our current rate, 2021 will be a record-breaking year for permit activity in the Township of Springwater. While we are doing our best to process and review these applications as efficiently as possible; due to the volume, we have not been able to meet provincial review times.

For the latest information on COVID-19 related information in Simcoe County see the following links:

[SMDHU COVID 19 Information](#)

1. What construction activities can continue under the latest restrictions?

As changes can occur very quickly, it is recommended that you check with the Simcoe County District Health Unit (SMDHU) and related links, to see potential impacts on your projects due to COVID-19 updates.

It is also recommended that you review the following for amendments to the regulations on what can and cannot continue.

[O. Reg. 82/20: RULES FOR AREAS IN STAGE 1 \(ontario.ca\)](#)

Schedule 2 – Section 43 provides specific information for “Construction”.

2. Is the Township of Springwater Administration Center open to the public?

Please check the Township of Springwater website www.springwater.ca for the latest information for public access to the Administration Center.

The Administration Center is currently closed to the public, but staff continue to work on a rotating schedule. Whether working in the (closed) Administration Centre, remotely or deployed to alternate locations, we will continue to assist you.

3. What is the best way to contact staff?

This will depend on your needs, e.g.:

- a) To apply for a building permit: Have all your documents ready and concisely labelled, then proceed to our Online Building Permit Submission Portal at:

[Springwater On-Line Building Permit Submission Portal](#)

- b) To request an inspection, send your request by email to:

[Springwater Building Inspection Request Form](#)

- c) For general questions, you may contact us:

- By email to building@springwater.ca
- By phone to 705-728-4784 ext. 2017

We will do our best to respond in a timely manner; however, there may be delayed response time to phone enquiries.

4. Are there other methods I can use to apply for a building permit?

At this time, permit applications are being shifted to our on-line portal when possible. Please use the following link:

[Springwater On-Line Building Permit Submission Portal](#)

This process was developed to make it easy for you to submit your documents in just 3 simple steps. Be sure to have your documents scanned, saved on your device and ready when you go to the portal. There are detailed instructions as you go through the steps and you may save your submission as a “Draft” if you find you are missing a document.

Step 1 – Answer the questions as asked e.g., address of the project, name (of the applicant) type of project, etc. This provides a quick overview of your project and ensures you submit all required documentation. You will still need to complete the “Application to Construct or Demolish” form (including signatures) as part of Step 2.

Step 2 submission requirements will change based on the type of project selected in a drop-down list in Step 1 (Question 4).

Step 2 – Upload your documents. The document submission requirements will change to reflect the type of project you have selected in the drop-down list. Please ensure all documents are labelled/named to reflect their content, e.g., Application, Drawings, Site Plan etc., and include the project address.

You can upload as many as 20 documents including your application form, drawings, site plan and other support documents. Documents may have different file extensions.

See sample screenshot below for submission of a new dwelling.

New Dwellings

Ensure you have completed your Tarion Warranty Corporation section F include all other schedules and declarations in your Application for Permit to Construct or Demolish. Include a separate application form for your septic, if services are via a private service.

Application for a Permit to Construct or Demolish (?)

Upload

Lot Grading Plan (?)

Upload

Architectural and Structural Drawing (?)

Upload

Heating Ventilation Air Conditioning Details (HVAC) (?)

Upload

Truss Design and individual runs (?)

Upload

Engineered Floor Joist Design (?)

Upload

Other Support Documents (?)

Upload

Step 3 – Will give you the option to “Submit” or “Save as Draft”.



Should you need more time to complete your submission, or you realize a document or drawing may be missing; you can select “Save as Draft” to save your initial application without submitting your project. If you choose “Save as Draft”, you will receive an email with a link to the initial application a short time later. You can then complete the application at your convenience. Once the on-line form is complete, click “Submit” to start the process.

5. How many files can I submit in Step 2 of the on-line portal?

You may submit up to 20 separate project documents to be uploaded on a single application.

Please do not submit individual pages as separate files or you will quickly reach the 20-document maximum. Please put all your architectural plans, for example, in one file rather than saving each page as a separate document. Thus 15 pages that make up a set of architectural plans, is still considered 1 file/document.

6. What should I name the individual files?

A file name of 1245625511.pdf does not help staff determine what the file will contain. This issue alone can create significant delays in our permit processing. As such, we recommend the following guideline to help you name your individual files:

“Name of document type – address of project”

Name of document type could be: Architectural Drawings, Truss Drawing, Truss Layout, Floor Joist Layout, HVAC Design, EEDS’s form etc..... follow the name with the project address.

7. How are you issuing new Building Permits?

In addition to new digital processing of building permits, we are issuing permits the same way. When your permit is ready to be issued, we will contact you and provide you with payment options. Once payment of the permit is received and processed, we will issue your permit, including approved drawings and permit card, via email with attachments. You may then print your permit card and approved drawing(s), so they are available on site. If you are unable to print digital copies of your permit, please contact us to make alternate arrangements.

8. How are site inspections being completed?

Requests for site inspections are being processed the same as before. We are however taking extra precautions during our inspections to ensure both contractors and staff remain safe. These precautions include:

- Following Health and Safety Association Guidelines Documents. See <https://news.ontario.ca/opo/en/2020/04/health-and-safety-association-guidance-documents-for-workplaces-during-the-covid-19-outbreak.html>
- Daily screening of staff prior to reporting to work.
- Additional Personal Protective Equipment (PPE) and cleaning processes.
- Requesting that no person or only one person be on site during occupied building inspections*.
- Tracking where we have been.

- If the inspector finds that physical distancing cannot be maintained or fails to be maintained, the inspection will be terminated.

*Where a tracking system is not evident on site and an individual is attending on site with the inspector, the inspector may ask screening questions and for contact information as part of tracking staff on site. This is to protect you and our staff.

9. Will you be conducting inspections within an occupied building?

Staff will continue to review each request on a case-by-case basis. In some situations, alternative methods of inspections may be considered, i.e., live video. If that is not possible, we will evaluate the possibility of safely conducting inspections on-site. This would mean limited interaction with people on-site and ensuring that individuals within the building are also following safe operating practices, e.g., using personal protective equipment (PPE) and following Ontario guidelines.

10. How often will inspections be undertaken?

Although we intend to provide inspections Monday to Friday as normal, some requests may be delayed. If so, we will advise a revised schedule.

11. What is the cut off time for next business day inspections?

There is a strict 3:00 pm cut-off time for inspections requests. This is being done to allow the preparation for the next day's inspections. Please do not arrange inspections directly via the inspector and use one of the following methods before 3:00 pm on any business day:

Request your inspection:

1. Online at: [Springwater Building Inspection Request Form](#)
2. By Email to: building@springwater.ca
3. By phone: 705-728-4784 ext. 2017

Sorry, we are unable to arrange specific times. You may cancel your inspection before 9:00 am on the day the inspection is scheduled.

Thank you for your patience and understanding.

Stay safe everyone,

From:
Your Springwater Building Team - building@springwater.ca