



TOWN OF INGERSOLL

Town Centre

March 24, 2020

After continuing to monitoring the COVID19 situation in our community and around the world, effective immediately the Town of Ingersoll will be implementing some changes to the way the Building Department Operates.

INSPECTIONS

For the time being we will still continue to do unenclosed inspections which include sewer, footing, backfill, underground and rough in plumbing, framing and HVAC for all **new construction projects only**. These sites must be vacant of all workers, Building department staff will be the only ones onsite at the time of an inspection. Please note we will not enter into an existing dwelling/building or enclosed building/dwelling under any circumstances.

All inspections are to be booked via email building@ingersoll.ca, when booking an inspection please provide a cell phone number of someone who will be onsite for staff to call or text notifying that we have arrived, so that they can ensure that the site is empty and safe for us to enter. Inspections will only be done in the afternoons and we do have 48 hours after being notified to perform an inspection, please plan accordingly.

No paper work will be accepted onsite. All paper work (ie basework cards, truss drawings, engineering, ect) must be scanned and emailed to building@ingersoll.ca, prior to an inspection to allow for the inspector to print in the office before attending site.

As previously indicated, if an inspection cannot be performed, you cannot continue with construction. Orders to uncover will be issued if construction progresses past our last documented inspection noted on file. We will **not** accept Engineers reports in lieu of municipal inspections.

BUILDING PERMIT APPLICATIONS

For all building permit applications please submit completed paperwork via email to building@ingersoll.ca. We will print/plot everything submitted (will be waiving the costs to do so at this time).

We are doing our best to ensure permits are getting issued within the Ministry regulated timelines and appreciate your patience as we work through social distancing, self-isolation and quarantine guidelines.

Permits must be paid for prior to the start of construction. Due to Townhall being closed, you will be called/emailed when your permit is ready with the amount owing, a cheque is required to be dropped off in the Town mail slot (located in the wall south of the main entrance). Once we have received payment, permits will be delivered to site.

While I understand that this is not ideal, we are trying our best to keep construction going in Town during this ever changing situation.

We appreciate your cooperation to help us keep staff and their families' safe while we navigate through this. If you have any questions please email us at building@ingersoll.ca.

Kind Regards,

Shannon Vanderydt, Chief Building Official

William Tigert, Chief Administrative Officer