

August 20, 2020

Sent Via EMAIL

INDUSTRY UPDATE
SERVICE DELIVERY MODEL FOR PERMITS AND INSPECTIONS
EFFECTIVE August 24, 2020

The Provincial Government announced effective August 12, 2020 at 12:01am the City of Windsor has entered Stage 3 of the COVID-19 re-opening efforts. As the City begins to move towards re-opening its offices, the Building Division will continue to remain open for business and maintain strategic modifications that are in place for the Building Division operations. These modifications will remain in place in order to do our part in mitigating the spread of the COVID-19 virus. Updates to the Building Division services are outlined below.

In all our efforts, we will continue to be responsive to the construction industry's needs, and above all, we will continue to take all necessary precautions regarding staff, site and community safety.

BUILDING DIVISION SERVICES

Building Division – Inquiries

In-person Building Division inquiries are available by pre-arranged appointment only. Please contact our Permit Services Clerk at (519) 255-6267 Ext. 6862 or buildingdept@citywindsor.ca to schedule an appointment.

Building Permit Application – Submissions

Building Permit Application submissions will continue to be accepted online through the E-services building permit page located on the City's website www.citywindsor.ca.

Building Permit Application - Plans Review

Building Permit Applications will continue to be reviewed by our Plans Examination Staff.

Building Permit Application – Permit Issuance

Once an application has completed the review process, the applicant will be notified by email that their permit is ready. In-person payments are available and will be processed by pre-arranged appointment only. Please contact our Permit Services Clerk at (519) 255-6267 Ext. 6862 or buildingdept@citywindsor.ca to schedule an appointment or if you have any questions on our processing requirements.

Inspection Scheduling

Our Dispatch can be reached by phone at (519) 255-6453. Calls will be answered Monday through Friday between 8:00 am and 2:00 pm for next-day service. Depending on the type of the inspection requests, the inspection may be scheduled as an In-Person Site Inspection or a Virtual/Remote Inspection. The Requestor will be asked a series of questions to determine the most suitable inspection type for their inspection request.

Inspections

In-person site inspections will ideally be performed when there are no workers on site. When this cannot be accommodated, other safety measures will be required in order for the inspection to be performed.

Thank you for your continued assistance and cooperation.

Sincerely,



John Revell