



## **Important Notice Regarding the Corporation of the Township of Malahide being closed to public access Impacting the Building Department during the COVID19 Pandemic**

### **Permit Applications and Permit Documents**

We are still accepting building permit applications during the office being closed to public access in one of two ways.

1. Email PDF copies of all applications and permit documents to the building inspector, Scott Sutherland at [ssutherland@malahide.ca](mailto:ssutherland@malahide.ca). There are fillable PDF permit application packages available on our website – [www.malahide.ca](http://www.malahide.ca).

NOTE: All electronic documents need to be submitted together as a complete set. We will not accept individual documents “as you receive them”.

2. Paper applications and permit documents can be dropped off in the mail slot at the front door of the Township of Malahide office.
3. For submission of large plans, contact the office for further instructions

### **Paying for Building Permits**

1. When the permit has been reviewed and processed you will receive a call that the permit has been issued. Current payment options are internet or telephone banking, by mail, or a cheque can be dropped off in the drop box at the Township Office.
2. After the payment is received, the permit can be emailed or mailed.
3. For large plans contact office for further instructions.

### **Building Inspections**

We are still doing as many inspections as possible. In an effort to reduce the spread of COVID19, at this time we will only be doing inspections that are **open to the elements** and if there is **no one else on site** other than to provide access to the site. All other inspection requests will be dealt with on a case by case basis.

We are advising everyone not to continue with construction past the required inspection point or Orders to Uncover will be issued.

### **Booking Inspections**

Please call 519-773-5344 ext. 222 to book inspections. Please request an inspection for your site providing as much notice as possible.

### **Building and Zoning Questions**

If you have any building or zoning related questions please contact Scott Sutherland at [ssutherland@malahide.ca](mailto:ssutherland@malahide.ca) or 519-773-5344x233

**This process is continually being monitored and any updates or changes will be communicated.**