



DATE: March 23, 2020

Email to members of the KHBA

RE: Inspections on construction sites

Good morning,

As a reminder, with the office closed to the public, Building Services staff are working offsite accepting, reviewing and issuing permits through our online portal. Five inspection staff are also in the field with designated vehicles to ensure staff safety while conducting inspections in unoccupied buildings. Our phone lines are receiving calls, with payments and inspection requests taken over the phone or online, and where payments cannot be made online, we have a drop box at the front door of 1211 John Counter boulevard for checks.

Inspection staff have been advised not to enter occupied areas of the following building types for the purposes of carrying out their duties:

- Personal dwellings, including homes, apartments and condo units;
- Long-term care facilities, seniors' residences and retirement homes;
- Hospitals;
- Daycare facilities; and
- Inspections where the public has not been restricted (for example malls, retail stores).

Any requests for inspections to which the above applies shall be deferred until further notice. Consideration may be given to professional (engineers, architects) reports, coupled with sufficient evidence of code compliance, to permit work to proceed in the absence of inspections for the above, however these will be reviewed, documented and followed-up upon appropriately by the Inspector. Keeping in mind these associations are also proceeding cautiously and may not continue to provide general review services.

At this time, we are continuing to inspect unoccupied homes under construction, new ICI and commercial tenant fit-ups with the following protocol being observed:

Prior to scheduling an inspection, the Inspector shall confirm that no persons are in the area other than the site supervisor, and that the appropriate 2 meter "[social distancing](#)" will be respected during the inspection. This confirmation shall be received both in advance of scheduling the inspection, and again on site, prior to undertaking the inspection. Should an Inspector encounter a situation he/she is

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uncomfortable with, the Inspector shall remove himself/herself from the situation and contact his/her Manager or Supervisor for further guidance.

The safety of all workers is of utmost importance. With the suspension of timelines, we are continuing service levels wherever possible, and if the development community could limit the number of people on sites during inspections, we will have more flexibility in the types of inspections we can continue to do. As this situation is evolving daily, we will provide further updates as they become available.

I would be happy to discuss further if anyone has questions.

Thank you,

Lisa Capener-Hunt
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