



BUILDING DEPARTMENT INSPECTION NOTICE and **COVID 19 PROTOCOL**

Prescribed inspections are listed on your building permit under the 'Stages of Construction Requiring Notice'. These inspections are required to be conducted by the Municipality of Thames Centre Building Department and notice is required to be given to the Building Department prior to each inspection as prescribed by Div.C. 1.3.5.1.(2) of the Ontario Building Code.

COVID 19 Protocol: During these challenging times, our building department must institute protective measures for both public, contractors and any person on any jobsite and/ or building/ home. We will continue to conduct inspections for all permits except for inspections inside an existing building occupied by the public. We will conduct the follow inspections, provided they are "open air" and not confined within an occupied building: Service inspections, Excavation, Footing, Foundation, Plumbing, HVAC, Framing, Fire Separations, Air Barriers, Insulation, Occupancy of new construction only, and exterior Final only. During these inspections we ask that no person be onsite with the inspector at the time of inspection. All persons onsite will need to vacate the site prior to, and remain off site or wait outside. All sites must be kept in a state of good housekeeping, and social distancing outside of buildings under construction must be maintained.

We may address each site on a case by case basis Our office will try and conduct as many inspections as possible but unfortunately in order to help all and protect all, we may not be able to conduct all inspections. **Please note that if a required inspection can not be completed, you will not be permitted to carry on past this stage of construction*. Any site that can not have a required inspection completed is not permitted to cover any work and any work covered WILL be required to be uncovered as per the Ontario Building Code.** If this is the case please keep in close contact with our office and the inspector and or Chief Building Official. Thank you for your patience and understanding during this time.

When scheduling an inspection please contact the Municipal office via:
Email: ASTorrey@thamescentre.on.ca

Please provide the following information when scheduling an inspection:

- Permit number
- Contact name
- Municipal address
- Contact phone number
- Stage of construction
- Date of inspection request

*** PLEASE NOTE THAT 48 HOUR (2 days) NOTICE IS REQUIRED FOR ALL INSPECTIONS ***
Failure to provide some information above could delay the inspection.

*Order Not to Cover: under the Building Code Act 13(1) an Order Not to Cover can be issued prohibiting the covering or enclosing of any part of the construction.

*Order to Uncover: under the Building Code Act 13(6) an Order to Uncover may be issued if a prescribed inspection is not conducted or an Order to Not Cover is not follow.

Please take this notice as an Unofficial Order Not to Cover.