


Interim Permitting and Inspection
Protocol During COVID-19 Pandemic

Effective Date: May 1, 2020
Approved by CAO: May 1, 2020
CAO Signature: 

Purpose

1. As part of proactive measures taken to help stop the spread of the COVID-19 virus and ensure safety, the City of Pitt Meadows will be implementing the following permitting and inspection procedures until further notice.

Inspections

2. Building Officials will not perform inspections in homes that are occupied.
3. Inspections on occupied homes may be conducted through Remote Virtual Inspection (RVI), at the sole discretion of the Building Official, and subject to sections 15-19 below.
4. Building Officials may inspect buildings under construction only if no persons, other than the Building Official, are inside the building during the inspection.
5. Building Officials have the right to postpone an inspection if they feel their safety and health cannot be maintained on site. The inspection can be rescheduled once steps have been taken to ensure that the safety and health of the Building Official can be assured onsite.
6. Where possible, the City will accept professional sign-off. All paperwork, such as inspection reports or engineer schedules, will need to be emailed to the Building Official.
7. This policy applies to the following inspections:
 - (a) Footing/Foundation – rely on engineer’s report where applicable;
 - (b) Pre-Backfill/Drain tile;

- (c) Pre-Slab;
- (d) Rough-In DWV;
- (e) Water Supply/Tubs/Traps;
- (f) Framing – rely on engineer’s report where applicable;
- (g) Fire Stop/Insulation/Vapour Barrier;
- (h) Final/Occupancy.

8. To book an inspection please contact:

Chantal Gemperle, Supervisor of Building & Bylaws/Licensing Inspector
Phone: 604.465.2460 | Email: cgemperle@pittmeadows.ca

Building Permit Issuance

- 9. Applicants will be notified by the Building Department when a permit is ready to be picked up.
- 10. Applicants may pay their fees by mailing a cheque or dropping a cheque in the drop box at City Hall (12007, Harris Road, Pitt Meadows, BC, V3Y 2B5, west entrance).
- 11. Once payment is received, the paperwork will be emailed to the applicant.

Building Permit Applications

- 12. An applicant may submit their building permit application via email, including all required paperwork and drawings.
- 13. The process time for building permits is 6-8 weeks.
- 14. To apply for a permit please contact:

Chantal Gemperle, Supervisor of Building & Bylaws/Licensing Inspector
Phone: 604.465.2460 | Email: cgemperle@pittmeadows.ca

Remote Virtual Inspections (RVI)

- 15. Remote Virtual Inspections (RVI) are conducted at the sole discretion of the Building Official.

16. RVIs are intended as a temporary option during the COVID-19 Pandemic.
17. If an applicant's building/structure is currently occupied, they may request a RVI.
18. To request an RVI, an applicant will send an email to cgemperle@pittmeadows.ca, providing the following information:
 - (a) Civic address of the property;
 - (b) Permit number;
 - (c) Type of inspection;
 - (d) Email address for the person onsite;
 - (e) Contact telephone number for the person onsite; and
 - (f) Requested date and time.
19. Once the request is received, it will be forwarded to the Building Official. If your request for an RVI is approved, you will receive an email with instructions.

Related Information

20. For more information and updates, visit www.pittmeadows.ca/permitsandinspections and www.pittmeadows.ca/covid19.
21. Provincial Health Officer – Direction to Construction Sites
<https://news.gov.bc.ca/releases/2020EMBC0002-000542>
22. WorkSafe BC – Construction and COVID19 Safety
<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/construction>