

Sent by Email

March 25, 2020

To our Pickering based Development and Construction community:

Subject: Service Delivery Updates for City of Pickering  
Planning & Development & Building Services  
File: D-1000-006 – City Developments Communications

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### **March 25, 2020 – Notice regarding current City Development Service Delivery**

In keeping with doing our part to help restrict the spread of the COVID-19 virus, all public access to our facilities is closed. However, it is our hope to continue the delivery of essential services including those that support investment and economic growth in the community. Despite our best efforts to maintain service levels, we ask for your patience as our response times may undergo adjustments.

In order to continue the safe review, process and issuance of construction and development project applications, we have made the following changes to our level of service.

We will continue to review the level of our service delivery, and will make changes as needed in order to protect the health and safety of our staff, residents and you, our client.

#### **Building Permit Applications**

##### **Approved Building Permits are still required for construction projects.**

1. Until further notice, only electronic submissions will be accepted. Applicants are asked to speak with a Building Clerk who will conduct an assessment of your Permit Application. Building Services staff will then provide all required documents and an upload link (Sharefile Link) by email. Once the permit is processed, Applicants will be emailed an invoice. Permit fee payments can be made by cheque, sent in by mail or courier, or dropped off at the location indicated at the end of this communication.
2. Building Services staff will continue to review new and existing applications and will contact the applicant if information is required to continue the review process.

3. Drawings or supporting documents must be sent electronically either by email, or “Share File”. Not sure about this? Call and talk to a Building Clerk.

4. **Building Permit inspections**

**Inspections can be booked as usual, with the following conditions:**

- a. Inspectors will not enter occupied buildings.

If your inspection is critical please contact building services for other options.

- b. Buildings that are enclosed but not occupied must have no workers or other people inside when the inspector is in the building.

**Exterior inspections can be carried out as per usual, with special attention paid to maintaining distance to other people on site.**

### **Planning & Design Applications**

1. **Electronic submissions** are strongly preferred until further notice. We will also accept application submissions via Canada Post, or courier or dropped off to the address or location noted at the end of this communication. Commissioning applications will be done at a later date in the process, once restrictions are relaxed.

2. **Committee Cancellations**

The following regularly scheduled Committee and Council meetings have been cancelled for the month of April:

- Council Meetings – This will be revisited as the situation progresses. Special Council meetings are being held to deal with critical business as needed.
- Executive and Planning & Development Standing Committees.
- All Advisory Committees including:
  - Committee of Adjustment
  - Accessibility Advisory Committee
  - Cultural Advisory Committee, and
  - Heritage Committee

3. **Pre-submission consultation** meetings will be held by teleconference only, or by email to all stakeholders.
4. **Legal compliance letters** will continue to be received and responded to electronically. The fee should be paid by cheque, via courier or mail, or dropped off in the external mail slot. See our address noted at the end of this communication.

5. Engineering drawings in support of applications should be sent in electronically to [engser@pickering.ca](mailto:engser@pickering.ca). At this time, Engineering Services are still accepting paper submissions at the address or location noted below.

**Here's how to connect with us:**

<b>Telephone</b>	Building Services: 905.420.4631 Planning & Design: 905.420.4617
<b>Email</b>	<a href="mailto:citydev@pickering.ca">citydev@pickering.ca</a>
<b>Mail or Courier</b>	City Development Department City Hall One The Esplanade Pickering, ON L1V 6K7
<b>Drop Off</b>	Mail/Payment Slot Base of clock tower between City Hall and Main Branch Library Attention to City Development Department

Yours truly



Kyle Bentley, P. Eng.  
Director, City Development & CBO

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Copy: Chief Administrative Officer  
Chief Planner  
Manager, Building Services & Deputy CBO  
Senior Coordinator, Development Liaison