

Good morning,

Since the announcement Industry Announcement affecting the building industry due to the COVID-19 pandemic, Building management has been monitoring, answering queries and staff have been working from home.

With additional information and time to mitigate risks for staff, the Kitchener Building Division is providing an update that inspections of unoccupied buildings i.e. new construction will resume effective tomorrow March 25. Inspections will resume with the expectation that min. 2m social distancing is provided to our professional staff and requests for workers to clear a floor or the area to complete an inspection are adhered too. If social distancing and hygiene measures followed, the inspection will be stopped.

**Please read the attachment for full details including the new processes to request inspection.**

Everything is changing quickly. Presently, we are focusing on new construction to support staff safety in unoccupied buildings, the economy and occupancies for new owners/renters. We will continue to monitor occupied buildings.

Plan review and new applications update:

With 100+ applications in the queue, plan examiners are reviewing existing applications including revisions from their home. Staff have full access leveraging the technology. It is very likely your office has received comments about current applications. Applications are not being accepted at this time until current application numbers are greatly reduced. We are monitoring and working out the details including payment. More updates on this item to follow.

Should you have a question or comment, please feel free to contact us at your earliest convenience.

Regards

Mike

**Mike Seiling, CET, CBCO**

Director of Building | Building Division | City of Kitchener  
519-741-2200 Ext. 7669 | TTY 1-866-969-9994 | [mike.seiling@kitchener.ca](mailto:mike.seiling@kitchener.ca)





## DEVELOPMENT SERVICES DEPARTMENT

200 King St. W. – 5th Floor  
Kitchener, ON N2G 4G7  
Ph. 519-741-2200 Ext.7669  
TTY 1-866-969-9994  
[www.kitchener.ca](http://www.kitchener.ca)

March 24, 2020

Further to the March 17 City of Kitchener announcement of facility closures and critical service delivery only in response to the COVID-19 pandemic, a revision to the Building Division operation is proposed. Effective tomorrow, March 25, 2020 the prescribed building inspections will resume on unoccupied buildings (i.e. new construction). This notice is subject to change. The previous closures are still in effect until April 5, 2020.

The health and safety of our residents, customers and staff remains a key priority as well as supporting the economy and providing homes for residents. Throughout the past week we have heard that the continuation of construction projects is an essential part in supporting our local economy and homelessness. Most recently the Premier announced yesterday a list of essential workplaces, which included Construction. In response to that information yesterday we are responded by implementing the following:

- Site supers, trades and labourers IF present on a site, are to respect the min. 2m (6') social distancing during the entire site inspection,
- Occupancy inspection; provide entry and allow the inspector to complete a thorough inspection and submitting required documentation through **electronic format only – no hard copy to be given to the inspector on site** (original embossed surveys must be mailed into City Hall-Building Division)
- Complete prescribed inspections for unoccupied buildings (i.e. Part 9 - new buildings and Part 3 – new buildings and additions)
- Builder representative does not need to be on site during the inspection,
- On large buildings with multiple workers, the site super is to clear the floor for the inspection,
- During the closure of city hall, inspection bookings **MUST** be filed with the Manager via email and copied to Tammy Hogg no later than 3:00pm the day before the inspection. The Manager will schedule to the inspector. i.e. Part 9 to be booked through Tim Benedict and copied to Tammy Hogg and Part 3 to be booked through Robert Schipper and copied to Tammy Hogg. Complete the information below and email to the addresses provided below.

Requested Inspection Date	
Address	
Permit Number	
Type of Inspection	
AM or PM	

- Inspections will be prioritized each business day with occupancy inspection given the highest priority and will be based on staff capacity and number and type of inspections scheduled.
- Kitchener Building will make every attempt to keep customers informed including inspection results and any/all changes in process,
- If a customer does not follow the above requirements most notably the min. 2m (6') social distancing, the inspector will provide a verbal warning. If not followed a 2<sup>nd</sup> time, the inspector will advise the inspection is over (not passed) and report to management for follow up. A re-inspection may occur min. 2 business days later.

To schedule inspection through the managers, see list below;

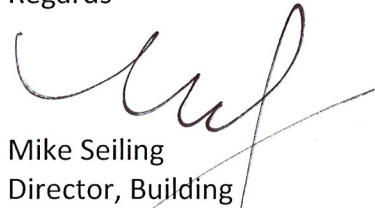
Part 9	Tim Benedict, Manager	<a href="mailto:tim.benedict@kitchener.ca">tim.benedict@kitchener.ca</a>
Part 3	Robert Schipper, Manager	<a href="mailto:robert.schipper@kitchener.ca">robert.schipper@kitchener.ca</a>
Other	Tammy Hogg, Manager of Permits	<a href="mailto:tammy.hogg@kitchener.ca">tammy.hogg@kitchener.ca</a>
	Mike Seiling, Chief Building Official	<a href="mailto:mike.seiling@kitchener.ca">mike.seiling@kitchener.ca</a>

Currently, it is too early to advise on duration of the City Hall closure. However, it is important to our valued customers to be aware that during the first week, staff are working from home. For example, with 100+ new Part 9 building and Part 3 applications in the queue, plan examiners are reviewing these projects from home, leveraging previous technology investments. It is very likely that your office has received communication from one of our professional Building staff. In some cases, where fees and Applicable Law are complete, the permit has been issued! Inspectors are busy cleaning up files leveraging technology.

I am very pleased to advise Building staff has taken this pandemic seriously, working from home to complete building processes and find solutions during this time where it is not "business as usual"!

Trusting the changes are clear, if there are questions, please feel to contact us at your earliest convenience. Stay safe, and still believing with a joint effort, we will get through this pandemic.

Regards



Mike Seiling  
Director, Building

CC: Kitchener Building Team

