



TRANSITIONING TO MOBILE INSPECTIONS COMMENCING IN NOVEMBER 2016

Beginning in November 2016, our Building Inspection staff will start transitioning from manual inspections to **mobile inspections** for all Permits issued by the Town of Halton Hills Building Services Division.

This will improve efficiency and service to our customers. Using mobile devices will allow inspection staff to:

- access the Town's records from any construction site,
- coordinate activities with other staff involved in inspection processes, and
- generate and issue Inspection Reports and Occupancy Permits immediately after completion of inspections.

Instead of hard copies of Inspection Reports being left on site (our current procedure), **electronic copies will now be emailed** to the person to whom the permit was issued (permit holder) and/or the person who carries out the work (contractor), immediately after the completed inspection.

For customers who **do not have** a working email address there will be two options:

- to have the Inspection Reports **mailed** to them the same day as the inspection, or
- to **pick up** the Inspection Reports at the Civic Centre, Infrastructure Services' counter.

Going forward, the Building Services Permit Intake staff and Inspection Coordinators will be asking all customers (owners, applicants, builders) for their email addresses.

The current process of scheduling inspections (by phone, email or fax) will remain the same.

Full implementation is scheduled for January 2017 and we are confident that with the support of our customers this new process will work very well.

If you have any questions or require more information, please contact the Supervisor of Inspections at (905) 873-2601 ext. 2363.

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