



The following services will continue to operate to support our community.

The Town of Halton Hills **Building Services** and **Development Engineering** have adjusted the scope of their services to reflect **amendments to Ontario Regulation 82/20** that came into force on **June 11, 2021**.

Staff are available via e-mail or phone.

Building Division services related to:

- Building Permits
- Pool Enclosure Permits
- Inspections
- Registration of Two-Unit Houses
- Zoning Compliance Letters

and

Development Engineering services related to:

- Site Alteration Permits
- Entrance Permits
- Excavation Permits (for work within the Town's road allowance)

will continue to be provided.

Documentation packages (including any cheques) can be submitted by mail, courier, or may be dropped in the box located within the vestibule at the Town Hall main entrance. Customer Service staff have prepared instructions on how to drop off these submissions in a safe and secure way. Please see the Application and Permit **Drop-off/Pick-up instructions** (provided below) for more information.

In an effort to ensure seamless receipt of these submissions, it would be helpful if you notify the Building Permit Intake Analyst (for Building) and the Director of Development Engineering (for Engineering) in advance of drop-off (contact information provided below).

BUILDING

- **Accepting and processing of all applications** will be carried out per standard practice. Our regular submission requirements for hard copies currently remain the same. Please note that the additional 48 hours (incubation period for the application packages) will be added to the established OBC timeframes for processing applications.
- **Issuance of Permits** will be carried out per standard practice. Staff will notify the applicants when a permit is ready to be picked up.
- **Inspections** will be scheduled per our standard practice (instructions provided on the permit cards or per instructions given by staff).

Inspections of construction without permits, emergency inspections, and inspections of potentially unsafe buildings will also continue to be conducted.

Please contact the Inspection Section (contact information provided below) for more detailed information respecting the current inspection procedures and requirements for safety of construction sites.

ENGINEERING

In general, inspections associated with engineering permits will be conducted respecting social distancing and with no more than 5 people present. Please contact the person who approved the permit for more detailed information respecting the new inspection procedures.

Continue to reach out directly to the Building and Engineering staff if you have any questions about specific applications, our process during this period, or if you have any technical questions. Staff from other Town departments can also be reached via e-mail or phone. The intent of these measures is to ensure that the work of the Town continues and residents, stakeholders, and the development industry continue to be well served under these unique circumstances.

Building Services

Slavica Josipovic
Director of Building Services & CBO
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Development Engineering

Jeff Jelsma
Director of Development Engineering
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Zoning & Building Permits

Loris Vaccher
Manager of Zoning & Plans Review
905-873-2600 ext. 2216
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Building Permit Intake Analyst
905-873-2600 ext. 2324

Building Permit Intake Analyst
905-873-2600 ext. 2343

Zoning Officer
905-873-2600 ext. 2320

Building Inspections

Eugene Callegari
Manager of Inspections
905-873-2600 ext. 2326
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Inspection Coordinator
905-873-2600 ext. 2922



Drop off and Pick up of Applications, Submissions and Permits

Customer Dropping Off

Public Requirements

Documents and applications that are small in size should be placed in the secure drop box available just outside the main entrance doors, including all cheques.

The following procedure should be followed for anything too large to fit in the drop box:

1. Make sure all documentation is in an envelope, clearly marked with:
 - a. First and Last name;
 - b. Company name if applicable;
 - c. Address of project;
 - d. Staff contact name and department if applicable.
2. If the plans are too big for an envelope, a covering memo with the above information must be attached to the drawings.
3. Place the envelope or drawings in the bin under the table inside the double doors at the front of the building.
4. Ring the bell on the table to alert staff at the Service Halton Hills counter that you have dropped off the plans.
5. Exit through the doors. A staff member will contact you to notify you they have received your documentation.
6. **For large submissions dropped off in the bins please make sure that ANY ACCOMPANYING CHEQUES are still placed in the secure drop box.**

Customer Picking Up

Staff Requirements

Each department will be responsible for communicating to an applicant/customer that their permit or documentation is available for pickup.

1. Staff will communicate with the applicant that their documentation/permit is ready for pickup, and specify a time for pickup.
2. Staff will have the documentation upstairs at least 15 minutes before the determined pickup time.
3. Staff will make sure the envelope is clearly labeled in BIG LETTERS with the name of the person picking it up.
4. All pickups must occur during the Town's regular working hours. All cheques will be mailed by staff to the applicant.

Public Requirements

1. Pick up documentation clearly labeled with your name on it from the Pick Up bin located between the double doors at the main entrance of Town Hall.

General Information

1. The doors will only be open for the drop off and pickup during regular office hours.
2. Service Halton Hills staff will wipe down the area every time they handle any documentation.
3. All money deposits must be dropped in the drop box, and all cheques going to customers will be mailed.