



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

The following services are being provided by Building Services and Development Engineering during the closure of Town Hall:

- Staff is available via e-mail or phone.
- Applications and resubmissions for,
Building Services:
 - Building permits,
 - Pool enclosure permits,
 - Registration of Two-Unit Houses, and
 - Zoning compliance letters

Development Engineering:

- Site Alteration Permits
- Entrance Permits , and
- Excavation Permits for work on the Town road allowance

will continue to be accepted. 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.

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 Manager of Development Engineer (for Engineering) in advance of drop off (contact information provided below).

- Processing applications:

Building Services

- Processing of applications will be carried out per standard practice. Our regular submission requirements for hard copies remain the same at this time. 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).



Please contact the Inspection Section (contact information provided below) for more detailed information respecting the new 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

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Development Engineering

Jeff Jelsma
Manager of Development Engineering
905-873-2600 ext. 2305
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Contact Information:

Building Services – Zoning & Permits

Manager of Zoning & Plans Review
905-873-2600 ext. 2216
lorisv@haltonhills.ca

Zoning Officer
905-873-2600 ext. 2320
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Building Permit Intake Analyst
905-873-2600 ext. 2324
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Building Permit Intake Analyst
905-873-2600 ext. 2343
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Building Inspections

Inspection Coordinator
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Manager of Inspections
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