

January 7, 2021

Township of Wellesley – Building Department Notice #3

Covid-19 Effects on Operations

Due to the ongoing covid-19 pandemic concerns, all Township of Wellesley facilities including our main office have been closed to the public until January 25th, or until further notice. Building Staff are continuing to operate remotely with telephone messages electronically forwarded and full email access provided.

The Township of Wellesley Building Department is currently looking to maintain operations, where possible to do so, in the following manner:

Inspections:

Our Building Department will be performing building inspections for all buildings but we will require a mandatory 2m clearance from all site personal. There may also be mandatory screening questions for sites that are occupied or where a site supervisor or contractor(s) remain on site. Interior inspections on occupied buildings will further require occupants of the building to either vacate the premise / area of inspection or wear masks for the duration of the inspection. Mandatory screening questions will be asked and verified at the time of inspection. Failure to meet these conditions for inspections will result in a departure of our inspector(s) and a failed inspection requiring re-inspection at a later date.

Also, inspections during this time period will again be conducted on Mondays, Wednesdays and Fridays of each week until further notice. Inspections must be called in 24hr prior to the inspection request to 519-699-3947 or by e-mail to building@wellesley.ca

Contact myself for additional information on inspections or site specific inspection scenarios which are outside of the protocol arrangements listed above.

Permit Applications:

We encourage all building permit applications to be submitted electronically including all drawings, forms, details and all other necessary application information emailed to building@wellesley.ca Electronic plans review is ongoing and electronic permit issuance will follow once payment is received and confirmed (see below). Permit applications may also be dropped off in front of the mailbox at the Township Municipal Office.

If you are unable to submit your plans electronically or are in need of a meeting with Township Staff, please call ahead to arrange an appointment. Appointments will be limited on an as needed basis only.

Payment of Building Permits

Building permits will only be issued once payment is received and verified.

Once an applicant receives our invoice and notice that the building permit is ready for issuance payment for that permit can occur in the following ways:

1) Mailed in or dropped off in the outside mailbox at the Township Municipal Office. This process may take 1-3 business days to verify the payment has been received.

2) The Township of Wellesley is set up as a vendor on most banks as follows:

<u>Bank</u>	<u>Vendor Name</u>
BMO	Township of Wellesley
CCU	Wellesley, Township
MCU	Township Wellesley
Tangerine	Township of Wellesley
Manulife	Township of Wellesley
TD	Wellesley (Township of) Tax
RBC	Wellesley (TWP) Taxes
CIBC	Wellesley Township Tax
Scotia	Wellesley Taxes

- First set the Township up as a vendor with your on-line banking details
- For your Account Number: Zeros followed by permit number
Some banks require 11, 15 or 19 digits, eg.00002020XXX, 000000002020XXX, 000000000002020XXX. If you continue to use the system for multiple on-line payments you can continue to use the initial account number.
- Pay Bill: Proceed as normal with bill payments
- Notification: E-mail fgilbert@wellesley.ca with payment confirmation. Once the online payment has been verified, we will follow up with an email copy of the approved drawings and building permit documents.
- This process should take 0-1 days to verify that the payment has been received.

3) E-Transfers can be sent to ar@wellesley.ca This process should take 0-1 business day to verify the payment has been received. Where desired, we request that the password for the transactions be the Building permit Number provided by the Building Department after issuance. This method is the preferred method over method #2 above.

Please remember that construction / plans for any new structure, addition or renovation must be approved. A Building Permit is your formal permission to start construction or demolition.

If you have any additional questions or concerns regarding this correspondence or anything else, please do not hesitate to contact us at any time.

Regards,

Darryl Denny
Chief Building Official
Township of Wellesley
ddenny@wellesley.ca
Ph: 519-699-3951