

March 18, 2020

## **Township of Wellesley – Building Department Notice**

### **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 April 6<sup>th</sup>, 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 only be performing mandatory building inspections for non-occupied buildings. Exterior inspections are being conducted with a mandatory 3m clearance from all site personal. 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 will be conducted on Thursday March 19<sup>th</sup>, and Mondays, Wednesday and Fridays of each additional 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](mailto: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](mailto: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 a 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:

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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](mailto: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.

**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.**

Finally please note that the guidance on operations at the Provincial level is changing on a daily basis. We will continue to do our best to keep you informed of any operational changes as they present themselves in the near future.

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,



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