



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	COUNCIL POLICY	Policy No	POL – 20.02
Title	COVID-19 Interim Building Permit and Inspection Policy		
Author	CAO	Reviewed By:	Building Inspector
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Background

A new coronavirus, which causes the disease known as COVID-19, has been declared a global pandemic by the World Health Organization (WHO) and national states of emergency have been declared in many countries.

British Columbia has declared a Provincial State of Emergency, along with the Public Health Order declared by the Provincial Health Officer and including prohibition of gatherings of more than 50 people. The public has also been directed to maintain “social distancing”, also known as “physical distancing”, keeping approximately 2 metres from others to help prevent the spread of the virus.

The Public Health Officer for the Province of BC, WorkSafe BC, the Construction Association of BC, and the Municipal Insurance Association of BC, amongst others, have provided advice and guidelines for the construction industry and for building permitting and inspection in the current pandemic environment.

Purpose and Application

The purpose of this Policy is to provide guidance for Village of Lions Bay staff through the implementation of procedures and protocols regarding the provision of building inspection services in order to protect the health and safety of staff from potential exposures to COVID-19.

This Policy will also provide guidance to Owners and Contractors (“Builders”) with open building permits or new building permit applications as to the procedures and protocols that will be followed by Municipal staff in respect of building permit approvals and building inspection services for the duration of this coronavirus pandemic.



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This Policy applies to all staff employed by the Village of Lions Bay who are engaged in providing building permit approvals and inspection services. It also applies to the Board of Variance where a request for a building permit requires a referral to the Board for consideration of a matter specified in Board of Variance Bylaw No. 502, 2016, as amended.

It is recognized that this Policy also affects Owners who wish to apply for a new building permit or complete an open building permit and the architects, contractors and other agents acting on their behalf. Owners and their agents will need to adapt to the procedures and protocols which are implemented through this Policy and adjust their own procedures and protocols accordingly, including steps required to ensure the health and safety of their own workers and anyone coming on to a job site, as required by WorkSafe BC regulations and other applicable enactments. Examples of procedures and protocols expected of the construction industry are provided in Appendix A.

Policy

A. Building Permit Applications

1. All Building Permit Applications and contractor or agent authorizations must be signed by all registered owners and submitted digitally via email to building@lionsbay.ca, including all scalable building plans.
2. Full size drawings required per the application requirements shall be submitted by appointment only in tubes labelled with the particulars of the application, and also containing the originally signed application form and contractor authorizations, and cheque for the application fee. Office staff will receive the tubes and will place them in a designated area of the Building Inspector's office for a period of no less than 3 days prior to removal of the contents by staff and/or the Building Inspector. Upon placement of the tube in the Building Inspector's office, the staff member shall immediately wash their hands thoroughly for at least 20 seconds with soap and water.
3. All communications between the Owner or their contractor or agent and the Building Inspector or Office Staff will take place via phone or email or other digital means. Minor changes required by the Building Inspector will be marked on the Building Inspector's copy of the plans, and photos of such minor changes required will be emailed to the



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Owner, contractor or agent. Changes resulting in the requirement for revised drawings shall follow the process outlined in section A2.

4. Where a building permit application requires a referral to the Board of Variance:
 - (i) all documents and fees required to be submitted under Board of Variance Bylaw No. 502, 2016, as amended, shall be submitted and handled following the process set out in sections A1 and A2;
 - (ii) the Secretary to the Board of Variance, or her designate, will forward all documents to the members of the Board via email and determine a date for the Board meeting;
 - (iii) the Secretary, or her designate, will provide notice of hearing and make arrangements for the meeting of the Board to be conducted electronically via telephone or video conferencing and the meeting shall be deemed to be an open meeting in accordance with Ministerial Order M083, dated March 26, 2020, whether or not provision is made for members of the public to attend the meeting; and
 - (iv) while the applicant may attend the meeting electronically, the notice of the hearing will provide direction to the public as to how they may make submissions to the Board in regard to the application. These submissions will be made in writing in accordance with the notice, and copies will be published on the Village web site prior to the hearing to allow a second and final round of written submissions in response to the initial submissions (also published on the web site). Submissions are cut off at that point, and become part of the hearing record.

5. All Owners applying for a permit must cause their authorized contractors and agents to sign the Declaration at the bottom of Appendix A attached to this Policy, acknowledging they have read the BC Construction Association Guidelines and Links document attached as Appendix A, along with the information and documents linked therein, and agree to abide by and enforce these guidelines, including all applicable regulations, orders, and directives to protect the health and safety of all workers and any persons attending on the job site. As well, Owner/Contractors must themselves sign the declaration.



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B. Building Inspection Process for New Construction

6. For building permits with respect to new construction (i.e. a new dwelling unit), all inspection requirements capable of being signed off by a registered professional shall be signed off in this manner.
7. Where on-site inspection of work is required, it will be conducted by the Building Inspector on Mondays, subject to sufficient notice being provided to, and availability of, the Building Inspector.
8. When a Builder calls for an inspection, and an appointment has been confirmed, all construction personnel must vacate the site prior to the inspection. A Builder or their representative may be stationed off site (eg: outside the building) and speak with the Building Inspector during the inspection process via cell phone.
9. Requests for a Builder to accompany the Building Inspector on site must be in writing, in advance at the time of the inspection request and provide a full explanation as to the reasons why it would be insufficient for the Building Inspector to perform the inspection alone or in conjunction with cell phone communication.
10. If a Builder is approved by the Municipality to accompany the Building Inspector during the inspection, only one person may escort the Building Inspector and that person must warrant that they have had no symptoms of COVID-19 within the previous ten days nor any contact with a person who is likely to have or confirmed to have the disease. Notwithstanding such warranty, the Builder must wear a face mask and disposable gloves and both they and the Building Inspector must maintain a minimum two-metre separation from each other at all times.
11. To reduce surface contact, all documents that would typically be available on site such as floor layouts, roof layouts or professional reports must be submitted electronically at least three days in advance of any inspection appointments, along with the building permit number and project address for review. The Building Inspector will bring his own copies of documents on the inspection or use electronic documents wherever possible.



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12. The Building Inspector shall wear a mask and disposable gloves on the job site (along with other standard Personal Protective Equipment) and will endeavour to not touch anything. If a Builder is present on the inspection, the Building Inspector may require the Builder to touch or manipulate fittings or materials (for example, on a plumbing inspection).
13. Upon completing the inspection, the Building Inspector will remove the disposable gloves into a sealable bag and immediately lather his hands thoroughly with a hand sanitizer containing at least 60% alcohol. This process shall be repeated for any consecutive site inspections made by the Building Inspector, who will thoroughly wash his hands with soap and water for at least 20 seconds upon returning to the Village Office or his home before touching anything else.

C. Building Inspection Process for Renovations

14. In an effort to protect both residents and staff, Builders with occupied buildings will be asked to consider postponing or suspending their projects until regular business can resume and inspections can be carried out normally. Otherwise, each project will be carefully assessed to determine whether a safe building inspection process can be carried out before agreeing to allow a project to proceed.
15. For building permits with respect to renovations, all inspection requirements capable of being signed off by a registered professional shall be signed off in that manner.
16. Additions that can be accessed from the exterior of the building and outbuildings, such as carports or garages, shall inspected in accordance with sections B.6-13 of this Policy.
17. To the extent possible, the builder may be requested to provide written declarations, photographs, and/or video confirming compliance in respect of matters for which sign off by a registered professional is not possible. For Final or Occupancy inspections where a dwelling may already be occupied, a Conditional Occupancy may be issued using photos or video, valid until such time as an in-person inspection can be accomplished.



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18. The Building Inspector shall not enter the interior of an occupied dwelling unit without full Personal Protective Equipment (PPE) and sections B.8-13 are applicable as minimum requirements.

19. All Builders must sign the following declaration at the end of Appendix A:

I have read the Village of Lions Bay Interim Building Permit and Inspection Policy No. 20.02 (the "Policy") and the BC Construction Association Guidelines and Links document attached as Appendix A to the Policy, as well as the Province of BC resource links, the WorkSafe BC resource links, and the general health authority information links contained in Appendix A, and I agree to abide by and enforce these guidelines and regulations to protect the health and safety of all workers and persons attending on the job site at [address] , Lions Bay, BC, for which I am responsible as the Owner or the Owner's Contractor and Authorized Representative.

20. No Building Inspections will be conducted on any job site where the Builder has not filed the foregoing declaration with the Village Office.

21. Nothing in this policy alters the application of the BC Building Code or Village of Lions Bay building regulation bylaws.

"Ron McLaughlin"

"Peter DeSousa"

Mayor

Chief Administrative Officer

Date Adopted:	April 21, 2020
Updated:	

Managing Coronavirus in BC's Construction Industry

Health & Safety Updates

Worker safety is the first priority. Although BC's provincial health officer has confirmed construction sites are exempt from guidelines on group gatherings and can remain open, anyone who's sick should not be going to work. Additional health and safety precautions should be put in place and information shared with crews.

Businesses are instructed they should continue to operate if parameters can be put in place to keep workers safe. Here are some guidelines for construction sites. We know this isn't easy:

- Reduce the number of people on-site to facilitate social distancing of meters between workers. If needed, adjust schedules or scale back.
- Wear PPE at all times as long as it is safe to do so - safety goggles, masks, and gloves.
- Workers should not congregate in break areas and lunchrooms.
- Workers should not share PPE.
- Workers should not share tools.
- Introduce extra handwashing stations.
- Do not spit on worksites
- Do not share cigarettes and/or vaping equipment.
- Do not use sea cans as breakrooms.
- Do not rideshare/carpool to/from work.
- Clean out Jobsite trailers daily - arrange for commercial cleaners to clean and disinfect areas of the project.
- Introduce an on-site COVID-19 committee to create a best practices plan to ensure worker safety.
- Create a task force focused on supporting your company's staff and customers./li>
- Make sure workers know about the [Ministry of Health self-assessment tool](#).
- Make sure workers know they should not come to work if they're feeling sick

Province of BC resource: [Guidance to Construction Sites Operating during COVID-19](#)

WorkSafeBC resource:

- [Construction and COVID-19 Safety](#)
- [What Employers should do](#)
- [WorkSafeBC Inspectors to enforce virus transmission prevention at construction sites](#)
(March 25 - Vancouver Sun)

This is a rapidly changing global challenge. Continue to stay informed, remain calm and flexible. Here are some reliable links for Government resources around COVID-19. Specific employer and industry-related information is below:

- Canada: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>
- BC: <http://www.bccdc.ca/about/news-stories/stories/2020/information-on-novel-coronavirus>
- Global statistics: <https://www.worldometers.info/coronavirus/#countries>

Please act responsibly and prioritize your health and the health of your employees and your community. Important documentation to help educate and inform workers on minimizing the spread of infection.

- [Downloadable Poster from BCCA](#)
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- BC Construction Safety Alliance Official Documentation & Resources
 - [Screening Workers on Site](#)
 - [BCCSA Guidance on COVID-19](#)
 - [Presenting Concerns about COVID-19](#)
 - [COVID-19 and the Construction Industry](#)
 - [Mental health resources page.](#)
 - Click here for current documentation from the BCCSA: [Updated BCCSA Info.](#)
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- Best Practices Examples from BC Employers
 - [LCL Site COVID-19 Site Prevention Procedures](#)
 - [Site Safety Employer Recommendations](#)

Declaration by Builder:

I have read the Village of Lions Bay Interim Building Permit and Inspection Policy No. 20.02 and the BC Construction Association COVID-19 Guidelines and Links document attached as Appendix "A" to the Policy, as well as the Province of BC resource links, the WorkSafe BC resource links, and the general health authority information links contained in Appendix "A", and I agree to abide by and enforce these guidelines and regulations to protect the health and safety of all workers and persons attending on the job site at _____, Lions Bay, BC, for which I am responsible as the Owner/Contractor or as the Owner's Contractor and Authorized Representative.

Name

Company (if applicable)