



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
Date	March 20, 2020	Version	3

Background

As COVID-19 vaccinations have been widely available to British Columbians, the overall risk or COVID-19 transmission and serious consequences has diminished. Despite this, the coronavirus will still circulate like other communicable diseases.

A communicable disease is an illness caused by an infectious agent that can be transmitted in a workplace from one person to another. The impact upon those infected with virus causing COVID-19 may still be severe, resulting in hospitalization and potentially death.

Every work place, including all construction work places, must have a Communicable Diseases Plan to protect workers on the site. Similarly, the Municipality has a Communicable Diseases Plan to protect its workers, including those who provide services in the community as well as inside the Village Office.

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 communicable diseases, including COVID-19.

These changes to the Policy apply 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 applications, approvals and building inspection services. This will also apply to the Board of Variance procedures.



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This Policy applies to all staff employed by the Village of Lions Bay who are engaged in processing building permit applications, approvals and providing inspection services, as well as to the Board of Variance.

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.

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 to the Village Office 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 these documents for the Building Inspector and place them in his office for review.
3. All communications between the Owner or their contractor or agent and the Building Inspector or Office Staff should 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 Owner, contractor or agent. Changes resulting in the requirement for revised drawings shall follow the process outlined in section A2.



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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, (the Board of Variance Bylaw) shall be submitted and handled following the process set out in sections A1 and A2;
 - (ii) the Secretary to the Board of Variance, or their 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 their 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 the Board of Variance Bylaw.

B. Building Inspection Process for New Construction

5. 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.
6. 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.
7. When a Builder calls for an inspection, and an appointment has been confirmed, all construction personnel must vacate the site during to the inspection. A Builder or their representative may, at the Building Inspector's discretion, accompany the Building Inspector during the inspection or alternatively, may be stationed off site (eg: outside the building) and speak with the Building Inspector during the inspection process via cell phone.
8. Requests for a Builder to accompany the Building Inspector on site must be made in advance at the time of the inspection request and meet the requirements of the following section of this Policy.



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9. If a Builder is approved to accompany the Building Inspector during the inspection, only one person may escort the Building Inspector and that person must warrant that they have been fully vaccinated, have not recently returned from outside the Province of BC, 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, or associate, must wear a face mask and both they and the Building Inspector must maintain a minimum two-metre separation from each other at all times in outdoor settings and a minimum 3 metre separation in indoor settings. Indoor settings shall have open doors and windows during the inspection to ensure maximum ventilation.
10. The Building Inspector shall wear a face mask on the job site (along with other standard Personal Protective Equipment) and maintain physical distance from the Builder and/or other persons on the job site.

C. Building Inspection Process for Renovations

11. In an effort to protect both residents and staff, Builders with occupied buildings will be required to provide the warranties above and follow the procedures as stipulated in paragraph 7 of this Policy. 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.
12. 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.
13. Additions that can be accessed from the exterior of the building and outbuildings, such as carports or garages, shall inspected in accordance with Section B of this Policy.
14. 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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15. The Building Inspector shall not enter the interior of an occupied dwelling unit without Personal Protective Equipment (PPE).

16. 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"), as amended, and I agree to abide by this Policy 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.

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

18. 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:	August 3, 2021; January 18, 2022

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.
- 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](#)

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.

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 above, as well as the Province of BC resource links, the WorkSafe BC resource links, and the general health authority information 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)