



2021-01-14

**Re: Building Division procedures during the stay at home closure**

The Building Division will be operating in accordance with Re-opening Ontario (A flexible response to COVID-19) Act, while still reviewing plans/applications and booking inspections.

Please visit the City's website at [www.saultstemarie.ca/covid19](http://www.saultstemarie.ca/covid19) for further updates.

**1) Plans review and Permit applications**

- a) Submissions will be accepted by any of the following;
  - i) By email
  - ii) By drop-off – in the Lobby of the Civic Centre or the grey drop-off box (located at the bottom of the Civic Centre main stairs).
- b) Applications submissions will be reviewed during this time of closure.
  - i) For all plans review or permit inquires please contact Mike Smykacz 705-541-7306 or email at [m.smykacz@cityssm.on.ca](mailto:m.smykacz@cityssm.on.ca)

**2) Inspection booking & other Building inquiries**

- a) Please note that Building Inspection may require a 48-hour response timeline as per Division C part 1 sentence 1.3.5.3. (1) of the Ontario Building Code.
- b) Inspection(s) may be completed virtually at the discretion of the Building Inspector (ex. FaceTime/Zoom).
- c) To Book inspections please choose one of the following,
  - i) Call the Building Office at 705-759-5410
  - ii) The Inspection tracking system at <https://corpsys.cityssm.on.ca:8443/cityapps/>

**Please note** that all Inspection call-ins will be addressed based on their level of priority. Inspectors have been required to limit their onsite exposure and are required to adhere to the COVID-19 screening process. It is the owner's responsibility to comply with the Reopening Ontario (A flexible response to COVID-19) Act. Where construction can lawfully proceed it is the builder/owner's responsibility to ensure guidelines are followed in accordance with the amended Ontario Regulation 82/20 and any other applicable law. For additional information please see section # 43 (Construction) from the link provided. <https://www.ontario.ca/laws/regulation/r21010>

I trust these actions will continue to support the Construction industry during these challenging times.

Thank you for your patience,

Handwritten signature of Freddie Pozzebon.

**Freddie Pozzebon**  
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