



Building Division activity during the COVID-19 Pandemic

After careful consideration and to reduce the risk to Town of Georgina residents, customers and employees during the global COVID-19 pandemic, the Town's Building Division is amending some permit services and suspending most interior permit inspections until further notice. Be advised, this procedural change may be amended as events and decisions occur.

At this time, the Civic Centre is closed to public access. The Building Division can accommodate most of your building permit and pool enclosure permit needs at building@georgina.ca or 905-476-4301. If you are unable to reach someone in person, we will make every attempt to contact you within three hours.

Building Permit Applications

The Building Division asks that you scan and/or convert your required permit documents and drawings into a PDF format. These drawings MUST be formatted to scale so that they may be printed on paper that is no larger than 11" x 17". Your permit submission may be emailed to building@georgina.ca.

Larger format drawings may be sent by courier or mail. These MUST be delivered weekdays between 8:30 a.m. and 4:30 p.m. Deliveries will not be accepted after hours.

Please call the Civic Centre at 905-476-4301 and ask for an Application Examiner at the Building Division for questions pertaining to the documents that are required to form a permit application.

The Town does NOT currently have the ability to accept [permit fees](#) online or by phone. Therefore staff will review your permit application documents for completion within 48 hours as required by the Ontario Building Code. Building Division staff will advise you of the status of your application, the permit application number and the required permit fee. The fee may be sent to the Building Division by cheque payable to the "Town of Georgina". You must include your six-digit permit application number on your cheque.

Once your complete permit application is confirmed and applicable law review is complete (approximately two weeks for review of applicable law including zoning), the building code review will begin in accordance with Ontario Building Code timeframes. The permit will not be issued prior to receiving payment.

You may require an Entrance Permit issued by the Town. Please forward the [Entrance Permit application form](#) to info@georgina.ca and a Customer Service representative from the Tax Division will contact you.

More information regarding permit application requirements can be found on our [Building Permits](#) webpage.

Building Inspections

NOTICE: The Building Code Act requires inspections to be carried out by a municipally-appointed inspector. As interior inspections of occupied buildings will not be conducted for health and safety reasons to protect the inspector and the public, construction of interior work in occupied buildings that requires an inspection as set out in the Ontario Building Code shall STOP until further notice.

The Town's building inspectors are outfitted with Town vehicles and mobile technology. Most standard construction inspections can be carried out, including

- Exterior inspections of all buildings, and
- Interior inspections of unoccupied buildings that are under construction **NOTE: Only the owner or representative shall be on site during the inspection. No workers shall be on site during this time.**

The following building inspection services will be suspended or amended until further notice:

- Suspension of all interior inspections of occupied buildings, and
- Suspension of all interior investigations that do not have a life-safety component.

Buildings with alleged safety concerns will be evaluated by the Chief Building Official in order to determine the appropriate action.

Requests for inspections are NOT taken by the building inspectors. To request an inspection, the permit holder or authorized agent must provide:

- Permit number
- Type of inspection,
- project address,
- contact name, and
- phone number

Please contact one of the following, in order of preference, to request your inspection:

1. [Website Inspection Request page](#),
2. building@georgina.ca, or
3. Inspection hotline at 905-476-4305, ext.2283

More information regarding inspection policies can be found on our Building Inspection webpage.