



Town of New Glasgow – Planning and Development Services **Building Inspection Protocol**

March 19, 2020...Due to the COVID-19 situation and the social distancing recommendations as well as sanitation recommendations, the following protocol for performing building inspections is effective immediately.

- All inspections will be booked a minimum of two (2) days in advance to ensure maximum grouping of inspections and to control as well as limit the defined inspection days.
- All interactions regarding inspections, documentation, booking, review, etc. where and when possible, will be conducted electronically, digitally and/or by phone. All such correspondence to be strictly through devices provided and preapproved by the municipality.
- All inspection sites will be required to be vacated at the time of inspection. If required and only by prearrangement with the inspecting official, a maximum of one (1) other individual may be allowed on site at the time of inspection. Social distancing procedures as recommended by the Federal and Provincial Health Authority's shall be observed. On site refers to the physical building being inspected and not necessarily the property where social distancing can be practiced safely.
- Any inspection site that is "occupied" with or without a permit, will have inspections deferred indefinitely. Exceptions in extenuating circumstances may be permitted only by special arrangement through the Supervisor.
- The following questions will be asked when arranging for an inspection:
 1. Has anyone who has been on site travelled out of the province in the last 14 days?
 2. Is there anyone who has been on the site currently in self or imposed isolation?
 3. Will the site be empty and if not, who will be there (maximum one (1) person)?
- An affirmative response to any of the above questions is an automatic indefinite deferral of the inspection. All deferred inspections are to be logged and will take precedent when this protocol is no longer in effect.

Thank you for your cooperation and understanding.