

March 18, 2020

File #: 1470-20

District of Summerland, Development Services

Effective Thursday, March 19, 2020 Municipal Hall is being closed to the public due to the COVID-19 response.

The District of Summerland is committed to supporting our local development industry through the current COVID-19 event. Our staff are here to support your projects, ensuring that we can continue providing service to you.

As a precautionary measure to prevent the spread of the virus and support the safety of clients and employees, we are temporarily limiting in-person contact with staff members. We direct everyone to follow recommended protocols and best practices for prevention and mitigation (hygiene, limited contacts and social distancing).

Please contact our Development Services staff:

- In-person appointments with Building Officials, Planners and Development Engineering Technologists are cancelled until further notice. Please connect with your file manager or building official by telephone or email (quoting your Development Application file or Building Permit number).
- Inquiries related to property file search requests can be directed to devserv@summerland.ca. We are in the process of creating a Property Information Request form that we will available on the District's website as soon as it is ready.

Apply for your Planning Application

- Development applications can be dropped through the mail box near the front entrance to Municipal Hall; sent via regular post; or emailed to devserv@summerland.ca. All supporting information including application fee payment must be received as one complete the package. Only complete application packages will be processed. *If you're unsure about whether your application submission is complete, please give us a call and we review it with you over the telephone.* Acknowledgement of receipt will be provided by email.

Apply for your Building Permit:

- Building Permit applications can be dropped through the Drop Box near the front entrance to Municipal Hall; sent via regular post; or emailed to devserv@summerland.ca. All supporting information must be received as one complete package. Only complete application submission will be processed. Acknowledgement of receipt will be provided by telephone.

Applicants should complete the checklist(s) that form part of the Building Permit application form. If you're unsure about whether your application submission is complete, please give us a call and we review it with you over the telephone.

- We will call you to let you know when your Building Permit is ready to issue. Payment of the permit fees can be made by cheque or money order payable to the District of Summerland and can be placed in the Drop Box at the Municipal Hall or sent via regular mail.
- Once payment has been received, pick-up of Permit packages must be coordinated with staff. Please contact us at (250) 494-1373 to make arrangements suitable to your circumstances.

Book your Building Inspection:

- Building inspections will continue but some site visits may be limited, staff will contact you directly if any special arrangements are required (i.e. limiting the number of people present at the time of inspection).

We are here to help:

- Some staff may be working remotely from home on a rotating basis. We anticipate being able to provide a response to most inquiries and service requests as normal, however, there may be some delay or modest interruptions as we adjust.

We will continue to be available via telephone and email to keep things running and to assist you during regular business hours. Thank you for your patience and understanding.