

## Changes to the Building Permit Process...

I am pleased to advise of an update to the building permit submission process at the Town of Pelham's, Building Department.

As of Monday, March 16<sup>th</sup>, 2020, the Building Department will be accepting all building permit applications via digital submissions. This has been implemented to streamline the building permit submission and review process.

This is a positive step towards creating greater flexibility for the submission, review and issuance of building permits. Furthermore, this initiative will stay true to the Town of Pelham's green initiatives as it will reduce the frequency of travel to and from Town Hall for submissions while also reducing unnecessary printing required by previous paper submissions.

It must be stressed that all submissions will still be required to be complete applications, with all the necessary information that would deem it a complete application. To make submission please email your application and applicable documents to the Town of Pelham Building Department at [building-info@pelham.ca](mailto:building-info@pelham.ca). To assist with filing of your application, please save your files with the address of the proposed project in the file name.

Once received, Building Department staff will complete the initial zoning review. Applications that successfully pass the zoning review will be accepted and other applicable law requirements will be reviewed and confirmed. Only after zoning and applicable law requirements have been confirmed will your submission be accepted as a complete application and move forward to the plans examination stage.

Building staff will correspond by way of email for any items that may arise during plan review and a notification will be provided by way of email once your permit is ready for pick up. Your notification of permit will accompany an invoice and you will be required to make your payment in person, by cheque, debit or cash or a cheque can be sent in the mail. Once payment confirmation is received, your permit and approved drawings will be emailed to you.

While we are pleased to modernize our services to serve you better, it is understood that this is a process and we will all need to work together to be successful in this initiative. Should you require any clarification or have concerns, please address them to the undersigned.

Mike Zimmer,  
Chief Building Official