



Department of Planning – Policies and Procedures

Date: January 16 2019

RE: CHANGES AND REMINDERS ON PLANNING PROCESSES

Please note the following updates and reminders which are effective immediately.

1. In the last Quarter of 2018 we undertook a pilot program to determine the viability of moving from a multi-permit system to single permit applications (e.g., house, pool, and cabanas on one permit). This trial has now concluded, and while the adoption of a single permit covering multiple structures did bring some noted improvements, it did, however, expose some problems and challenges in the monitoring and recording of plan review and inspection results. As such, it has been determined that the use of a one-permit system will not be pursued further. Therefore, we will no longer accept single permit applications. Each structure must have an individual permit
2. One notable outcome of the pilot program was the efficiency gains of having LPG applications included with the main structure, as is the case with all other systems (i.e., plumbing and mechanical systems). Going forward please ensure that LPG systems are included with the main permit submission and not applied for separately.
3. To reduce the number of inspections required the Bonding and Footing inspections have been combined and will now be accepted as one inspection request. The result being that the bonding must be installed, inspected and passed to achieve a pass on the footing inspection.
4. We have introduced the use of batch stamping to reduce turnaround times in the final stage of processing plans for release. To be effective, we require the lower right-hand corner of title block portion of each page is reserved for various approval stamps. Please adjust your page layout templates accordingly, to avoid the rejection of your submission for none compliance.
5. You are reminded that a soil report is required for ALL applications with a structure. (e.g., buildings, pools, cabanas, etc.)
6. Please remember to upload the stamped approved planning set of drawings with your permit application. If you need to submit additional architectural details, please submit this as a separate document
7. Semi-detached house applications are to be submitted as two separate permits as they are individual dwelling units situated on an exclusive lot.
8. Please remember to refer to the planning and permit checklist before submitting your application.

Regarding site inspections:

1. The inspectors will not climb wooden ladders as they are unsafe and represent a liability. Please ensure a metal ladder is available for inspections that require them.
2. Please ensure the stamped approved plans have been printed and are available at the construction site
3. Please remember to coordinate all of your inspections at one time if possible. For example, if you request an inspection just for the house but the pool is also ready for inspection, the inspector cannot inspect the pool unless you have applied for the inspection
4. Electricians and Plumbers must request their various trade inspections, as per the terms of their licenses.