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**Via Distribution List-**

Effective Date - 15 May 2019

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Subject: Operations Policy and Procedure Notice # 02/19

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**Purpose:** This document outlines the amendment to the operational policy and procedure as it relates to the submission of a geotechnical report.

The Department of Planning will no longer require a geotechnical report upon submission of a building permit application. However, it is the responsibility of the Architect or Professional Engineer of record to verify the soil conditions and bearing capacity etc. in order to design the structural components to comply with the code requirements.

The soil conditions and bearing capacity information must be included with the design loads criteria on the structural plans.

Notwithstanding, the Director of Planning or his designate may require the submission of geotechnical report for parcel(s) of land where the soil conditions are questionable.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'Haroon Pandohie', written over a horizontal line.

Haroon Pandohie, AICP  
Director of Planning