

## Planning + Development Bulletin #7 | Alternative Inspection Procedures for Additions and Interior Renovations in Occupied Buildings. During COVID-19 Health Emergency

June 15, 2020

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### Background

This Bulletin has been developed to assist permit holders in completing their addition and interior renovation projects by clarifying options in regard to the City's delivery of inspection services in occupied buildings during the COVID19 health emergency. Inspection services continue to be offered on a modified basis in order to ensure the safety of inspection staff and to the public. To schedule an inspection, please use the 24 hour online inspection booking service at [coquitlam.ca/webpermits](https://coquitlam.ca/webpermits).

### Contacting Building Permits Division

Our central customer service centre will continue to be staffed from 8:30-4:30 Monday to Friday. (for general inquiries) Phone: 604-927-3441  
Email: [permits@coquitlam.ca](mailto:permits@coquitlam.ca)

### Alternative Inspection Procedures During COVID19 Health Emergency

It is required that all construction sites follow the Provincial Health Officer's Orders, and direction provided, as well as WorkSafeBC regulations, as they relate to construction sites in BC. Failure to follow these measures may lead to delays in inspections being completed. For additional information regarding Alternative Inspection Procedures; refer to **Planning + Development Bulletin #4 | Alternative Inspection Procedures. During COVID-19 Health Emergency.**

<https://www.coquitlam.ca/docs/default-source/community-planning-documents/p-amp-d-bulletin-4-alternative-inspection-procedures-during-covid-19---may-1-2020.pdf>

### Inspection Procedure for In-person Inspections in regard to additions and interior renovations when buildings are occupied.

*This inspection procedure does not apply to permits issued for new buildings being constructed that must successfully complete the City's inspections process in accordance with the Building Bylaw prior to occupying the building.*

Where in-person inspections are utilized in an occupied building, all Provincial health advisories and WorkSafeBC regulations are to be followed. In addition:

- City staff reserve the right to limit or cancel inspections at their sole discretion; and
  - The owner or agent must complete all parts (A, B, C and D) of the attached Owner and Contractor Screening Questionnaire and Checklist

The owner or contractor can schedule an inspection using the 24 hour online inspection booking service a [coquitlam.ca/webpermits](https://coquitlam.ca/webpermits).

The owner and contractor are to complete the attached “**Owner and Contractor Screening Questionnaire and Checklist**” and email a copy to [permits@coquitlam.ca](mailto:permits@coquitlam.ca) 24 hours in advance of each scheduled inspection. *(A new “**Owner and Contractor Screening Questionnaire and Checklist**” must be completed with current information and submitted prior to each scheduled inspection)*

Onsite inspections will be cancelled if the owner and contractor answers “YES” to any of the Part A pre-screening questions. The Inspection can only be rescheduled by the permit holder when the owner and contractor answer “No” to the Part A prescreening questions or the inspector confirms that alternative inspection procedures can be utilized to complete the inspection. Additional safety measures are to be put in place in advance of the requested inspection. (Refer to **Planning + Development Bulletin #4** | Alternative Inspection Procedures. During COVID-19 Health Emergency).

Prior to attending the construction site, the owner or agent responsible for the site will confirm that all areas to be inspected are vacated. No persons other than the inspector, and possibly site personnel essential to the inspection, will enter the area to be inspected for the duration of the site visit.

The owner, agent or contractor must be on site during the inspection. If it is necessary for the owner, agent or contractor to enter the building during the inspection, conditions must allow for adequate physical distancing. Individuals must ensure they maintain a distance of at least 2 meters/ 6 feet from others. Where the above physical distancing requirements cannot be maintained, additional controls will be required or the inspection will be cancelled by the inspector. The inspection requested can only be rescheduled by the permit holder when minimum physical distancing requirements can be achieved or additional safety measures are put in place in advance of this request.

The Building or Plumbing Official will conduct the inspection and leave a copy of the inspection report on site.

## Owner and Contractor Screening Questionnaire and Checklist

**Address:**

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**Permit Number:** \_\_\_\_\_

Prior to the inspector enter the construction site, the owner and contractor must complete the following checklist for **in-person onsite Inspections conducted by Building or Plumbing Official**.

### Part A COVID-19

Yes	No	Questions
		A1. Have you, or anyone else in the building or working in the building, experienced symptoms consistent with COVID-19 in the past 10 days (coughing, sneezing, sore throat, fever, difficulty breathing)?
		A2. Have you, or anyone else in the building or working in the building, been diagnosed with COVID-19 in the past 10 days?
		A3. Have you, or anyone else in the building or working in the building, been in close contact with someone diagnosed with COVID-19 in the past 14 days?
		A4. Have you, or anyone else in the residence, been tested for COVID-19 and/or are waiting to hear the results of a laboratory test for COVID-19?
		A5. Have you, or anyone else in the building or working in the building, travelled anywhere outside of Canada within the past 14 days?
		A6. Have you, or anyone else in the building or working in the building, been advised by a medical professional to self-isolate for any other reason?

### Part B Physical Distancing and Other Requirements

Yes	No	Questions
		B1. Is the work area being inspected or entire site is cleared of personnel for the duration of the inspection? <i>(No persons other than the inspector and possibly site personnel essential to the inspection will enter the area to be inspected for the duration of the inspection)</i>
		B2. Is access provided to the site and areas to be inspected provided with a minimum 2 metres physical distancing to be maintained at all times between persons?
		B3. Is the area to be inspected vacant and not occupied? (not lived in; owner or occupant's possessions are not present in the floor area to be inspected)
		B4. Is the heating/air-conditioning and ventilations systems that are shared between the occupied and area of construction turned off for the duration of the inspection?
		B5. Is the area of construction clear of all construction debris and garbage?  All construction material and equipment is removed or stored and organized to provided safe access to the constructions site and areas to be inspected?

## Part C Additional Building Inspection Requirements

Yes	No	Description
		C1. Approved permit plans on site:  Required field reviews, documents on site or emailed to the Building Official in advance of the inspection. <i>(If you are unsure what documents need to be onsite for the inspection, please contact the inspector.)</i>
		C2. Open access provided to the construction site and areas to be inspected: <ul style="list-style-type: none"> <li>• all doors to rooms open;</li> <li>• cabinet doors open to inspect kitchen exhaust system;</li> <li>• crawlspace access open;</li> <li>• access to both sides of fire separation to observe continuity of the fire separation; and</li> <li>• attic access open and ladder provided to access attic space.</li> </ul>

## Part D Additional Plumbing Inspection Requirements

Yes	No	Description
		D1. Open access provided to the construction site and areas to be inspected: <ul style="list-style-type: none"> <li>• all doors to rooms open;</li> <li>• crawlspace access open;</li> <li>• attic access open with ladder to safely access attic; and</li> <li>• cabinet doors open to inspect plumbing and plumbing cleanouts.</li> </ul>
		D2. Prior to plumbing inspection clean and disinfected: plumbing fixtures: <ul style="list-style-type: none"> <li>• faucets;</li> <li>• hot water tank; and</li> <li>• tubs, showers, toilet, etc.</li> </ul>

Owner or Agent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Please complete the checklist and email to [permits@coquitlam.ca](mailto:permits@coquitlam.ca) 24 hours in advance of the scheduled inspection.

### Related information:

**BC Gov News - Guidance to construction sites operating during COVID-19**

<https://news.gov.bc.ca/releases/2020EMBC0002-000542>

**WorkSafeBC – Construction and COVID-19 Safety**

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/construction>

**BC Centre for Disease Control – Cleaning and Disinfecting**

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/cleaning-and-disinfecting>