

Town of Comox

Development Services Response to COVID-19

March 24, 2020



Note: processing procedures are being revised in response to the evolving situation. Keep informed of any changes by monitoring the Town's website and Facebook account.

www.comox.ca

<https://www.facebook.com/TownofComox/>

In response to recent developments regarding the spread of COVID-19, Town Hall is closed to the public. The Planning and Building departments will be working as usual with the following exceptions:

- Inquiries will be taken by email or phone only. Email is the preferred and most effective approach as we try to shift as many staff as possible to working remotely.
- Payments for building and planning applications will be received electronically using online banking or in person if required.
- Email, phone or video meetings will be used wherever possible in place of in-person meetings.
- Please see the following 2 pages for instructions specific to application type.

Building Plumbing and Sign Permit Applications:

- Building and Sign applications use the same form which is available at <https://comox.ca/modx/assets/pdfs/building/Building%20Permit%20Application%20A100%20both%20pages%2010jan20.pdf>
- Plumbing Permit applications are available at <https://comox.ca/modx/assets/pdfs/building/Plumbing%20Permit%20Application%20Checklist%20and%20Fees.pdf>
- Email or phone the Building Inspector (irogers@comox.ca 250-339-2259) to obtain a sign application form by email.
- Applications will be accepted with a preference for electronic submission of all forms and documents.
- Originals of all professional certifications, and reports, including stamped drawings must be mailed, couriered, or dropped off at Town Hall. Letter sized documents may be placed in the mail slot. If larger documents are to be submitted, place the document on the table at the Town Hall front entrance during office hours and then ring the door bell and wait at the chair for staff assistance. Note, mail is being held for a 24 hours period prior to being logged and distributed.
- Building, Plumbing and Sign Permit application fees will now be payable at time of permit issuance. You will be contacted by email or phone when processing of your application has been completed and advised of the applicable fee. Once payment has been made and processed, your permit will be emailed to you or you will be contacted to arrange a time to pick up your permit from the table located outside of the front entrance to Town Hall.
- Electronic payment of application fees can be made by using online banking. Click the Town of Comox Utilities tab and enter the following code according to application type:
 - o 70110 - Building and Plumbing Permits
 - o 70120 - Sign Permit
 - o 70130 – Misc.

If your bank asks for a 10 digit code, add zeros to the front of the above codes.

- Prior to undertaking any on-site inspections, the Building Inspector will contact the applicant to ensure the following:
 1. There is no one sick onsite
 2. There is no one onsite that has been traveling outside of the country within the last 14 days.
 3. Social distancing will be practiced, or the site will be clear of all people.
 4. Inspection card will be left on site, or a digital copy will be sent to the applicant or owner.
- Inspections may be booked by contacting the Building Department at irogers@comox.ca or call 250-339-2259.

Planning Applications:

- Email or phone the Planning Department (planning@comox.ca 250-339-1118) to discuss your development proposal. The Town will email an application form and customized application checklist.
- Planning applications will be accepted with a preference for electronic submissions of all forms and documents.
- If hard copy submission is required, it will be accepted by mail, courier, or drop off at the front entrance to the Town Hall. Letter sized documents maybe placed in the mail slot. If larger documents are to be submitted, place the document on the table at the front entrance during office hours and then ring the door bell and wait at the chair for staff assistance. Note, mail is being held for a 24 hours period prior to being logged in and distributed.
- Staff will contact you by email or phone of any outstanding application submission requirements. Upon a receipt of a complete application, staff will contact you by email or phone advising of the application fee amount.
- Receipt of fee payment is required before commencement of application processing. Electronic payment of application fees can be made by using online banking. Click the Town of Comox Utilities tab and enter the following code according to application type:
 - o 70010 – OCP Bylaw
 - o 70020 – Major rezoning
 - o 70030 – Minor Rezoning
 - o 70040 – Development Permits
 - o 70050 – Development Variance Permits
 - o 70060 – Flood Plan Exemption
 - o 70070 – Liquor or Cannabis Licence Review
 - o 70080 – Subdivision
 - o 70090 – Misc.

If your bank asks for a 10 digit code, add zeros to the front of the above codes.

- You will be contacted by email or phone to confirm receipt of application fee and commencement of application processing.

For more information, contact the Planning Department by emailing planning@comox.ca or by phone at 250-339-1118.