



This information is provided for clarification purposes only and is not in substitution of any applicable City Bylaws or Provincial or Federal Codes or laws. In the case of any contradictions, legislative Codes, laws or Bylaws take precedence. You must satisfy yourself that any existing or proposed construction or other works complies with other Bylaws, Codes, applicable Acts, regulations, and decisions and orders of any person or body having jurisdiction over the Lands.

**On-Site Inspections During COVID-19
(Occupied Buildings)**

**No.: INFO-46
Date: 2020-06-19**

This bulletin is to inform Owners, Applicants, and Occupants of the health and safety requirements to be met prior to on-site inspections of occupied building during the COVID-19 pandemic.

Summary

- To protect the health and safety of applicants, occupants, and inspectors, the City of Richmond has put in place alternative site review options as well as on-site inspections with precautionary measures.
- Applicants must comply with all items outlined in this bulletin and the pre-inspection check-list.
- Inspectors conducting on-site, in person inspections during COVID-19 will, in addition to the required personal protective equipment, wear gloves, a face covering, and shoe covers.



General Information

In an effort to prevent the spread of COVID-19, inspectors will be wearing additional protective equipment including a face covering (mask), shoe covers, and gloves. Applicants and occupants are asked to do their part to enable these services and confirm their adherence to the health and safety measures set out in this bulletin. In doing so, we can collectively limit the spread of COVID-19.

- Where practicable, and determined by the Inspector, alternative site assessments are to be conducted to reduce the risk or exposure of in-person site inspections during the COVID-19 pandemic.
- If on-site inspections are deemed necessary, the conditions outlined in this bulletin must be acknowledged and met prior to the Inspector's site visit.
- All required documents and schedules must be signed and sealed by a professional (if required) and sent to the Inspector by **email** to minimize the exchange of physical documents.
- Outdoor meetings between the applicant and Inspector are recommended. However, **one person** representing the permit holder **must** accompany the Inspector during the inspection. Both parties must **maintain a 2 metre separation distance at all times**. The Inspector may cancel / reject the on-site inspection if distancing measures cannot be followed. It is asked that the person attending the inspection also wear a face covering while escorting the inspector through the space.
- Occupied spaces must be cleared out of all persons (and domestic pets) prior to and during inspection.
- Cancellation and rescheduling of the inspection is required if:
 - Anyone on site has been diagnosed with COVID-19 in the past 14 days.
 - Anyone on site has been in close contact with someone diagnosed with COVID-19 in the past 14 days.
 - Anyone on site has experienced symptoms consistent with COVID-19 (coughing, sneezing, sore throat, fever, difficulty breathing) in the past 14 days.
 - Anyone on site has travelled outside of the country in the past 14 days.



See over →

Applicant Responsibility

The applicant must acknowledge receipt of this checklist and compliance with all items listed below:

Pre-Inspection Checklist for On-Site Inspections for Occupied Buildings

- All previous deficiencies have been corrected.
- All required documents and schedules have been signed and sealed by a professional (if applicable) and sent to the Inspector by email.
- One person representing the Permit Holder **must** accompany the Inspector during the inspection.
 - 2 metre separation between parties will be observed at all times.
 - Recommended: Accompanying Permit Holder Representative is wearing a face covering (mask).
- All spaces to be inspected are free of all persons (other than the Inspector and one representative). The inspector will assess accessibility to the spaces to be inspected and determine any further requirements to be met.
- All doors and rooms are to be unlocked and opened.
 - If applicable, crawl space access is opened.
 - If applicable, access to the attic is opened and an appropriate ladder is safely in place.
 - If applicable, access to both sides of all fire separations is provided.
- Where practicable, the ventilation systems that are shared between the occupied spaces and area of construction are shut off for the duration of the inspection.
- For plumbing inspections, all plumbing fixtures, faucets, hot water tanks, sinks, tubs, showers, toilets, and related plumbing equipment are cleaned and disinfected.

Rescheduling of the inspection is required if:

- Anyone on site has been diagnosed with COVID-19 in the past 14 days.
- Anyone on site has been in close contact with someone diagnosed with COVID-19 in the past 14 days.
- Anyone on site has experienced symptoms consistent with COVID-19 (coughing, sneezing, sore throat, fever, difficulty breathing) in the past 14 days.
- Anyone on site has travelled outside of the country in the past 14 days.

Should you have any questions, comments, or suggestions concerning this bulletin, please reference the Bulletin number and email building@richmond.ca or call the Building Approvals General Inquiries line at **604-276-4118**.