
PERMITS AND INSPECTIONS BULLETIN

Drop off & pick up procedure for permit applications,
drawing & document during the COVID-19 outbreak

Purpose:

The purpose of this bulletin is to provide guidelines for dropping off building permit applications, drawings and documents and to pick-up issued building permit packages.

This process is in place to keep the Building Department staff safe and will allow RMOW building staff to continue building permitting services to the community during the COVID-19 outbreak.

Drop off requirements:

Building Permit application packages, drawings and permit documents can now be dropped off, between the hours of 9 am and 3 pm, to the building department at Municipal Hall. During these hours, applicants can ring the doorbell at the building department vestibule entrance door.

Once rung, a building department staff member will come to the front entry to remotely open the door to the vestibule. Once the automatic door has been activated and the fob light goes green, the applicant can then open the exterior door and place their application packages, drawings and/or permit documents into the drop bin; located within the vestibule.

Delivery Quarantine:

At the end of each day, RMOW staff will bring the bins into the office for a minimum 48 hour quarantine. After quarantine, RMOW staff may begin processing building permit applications and file any permit documents.

Pick up requirements:

Building permit packages & drawings may now be picked up at the building department.

A plan checker will notify applicants that their permit is ready to issue. The plan checker will email the applicant the outstanding amounts owing for each permit, provide the different methods of payment that are available and provide a pdf copy of the permits to sign.

Once the permit has been signed and paid for, the applicant can arrange a time with building department administration (604-935-8150) in order to pick up the permit package and site permit drawings.

When picking up the permit drawings, please take all the necessary safety precautions, as recommended by provincial health organization and Vancouver Coastal Health.

If you have any questions, please contact the plan checker that is assigned to your file.

This information is provided for convenience only and is not in substitution of applicable RMOW Bylaws, Provincial or Federal Codes or laws. You are responsible in ensuring that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws.