

Attention all permit applicants:

We are currently experiencing delays in processing new permit applications. This is due in part to the high volume of applications being submitted and also to a temporary staff shortage. Although it is our goal to process “complete” applications within the parameters listed below, we are unable to meet these targets on all projects and anticipate significant delays in coming weeks.

Provided the application is complete (including sign-off by the Planning & Zoning Department, as required) normal Target turn-arounds are as follows:

# of Days	Project
10	Part 9 residential projects including dwellings, decks, sheds, pools etc.
15	Part 9 non-residential projects
20	Part 3 building projects
Complete application includes all required documents including Planning Certificate (from Planning & Zoning Department)	

We are working to resolve this situation as quickly as possible by using an external agency to assist with plans review. In the meantime, we do anticipate significant delays. Please assist us by ensuring that your permit application package is complete and drawing by a qualified individual to avoid additional delays during plans examination.

Thank you for your patience!

Nick Ippolito, CBCO, BCIN 15555
Chief Building Official and
Director of Building Services
Township of Springwater