

Planning + Development Bulletin #3 | Services Available During City Hall Closure

April 2, 2020

Background

With the current COVID-19 pandemic Coquitlam City Hall is currently closed to the public however we are still maintaining key public services. This bulletin update #3 is in addition to the previous bulletins sent on [March 23, 2020](#) and [March 26, 2020](#) and is to inform you of the updated hours of work and updated types of Building Permit applications that the City can accept.

Hours of Work

In light of the Province of British Columbia declaring construction to be an essential service, the City is committed in our efforts to assist this important industry in adhering to the Orders issued by the Provincial Health Officer (PHO) to ensure safe work and physical distancing. Council has directed staff to not enforce the current permitted times in regard to construction noise contained in the [Noise Bylaw](#) as follows;

- 7:00 am to 8:00 pm Monday to Friday (extended by one hour to 9:00 pm),
- 9:00 am to 6:00 pm on Saturday (extended by two hours to 8:00 pm),
- The start times and the prohibition on noise from for-profit construction on a Sunday or Holiday remain as stated in the Noise Bylaw

It is important to note the following;

- The City has not altered the Noise Bylaw, but rather, Bylaw Enforcement Officers, Building Inspectors and the Construction Site Officer will not enforce the hours as currently stated.
- The exemption only applies to sites that are strictly adhering to the Orders issued by the PHO, including safe work and physical distancing, and following the [protocols](#) put in place in regard to construction sites.
- All construction sites are expected to follow safe construction practices, including appropriate social distancing, as guided by your Construction Safety Officer and site safety plan.
- Every effort must be made to minimize the impact of construction noise undertaken during these extended hours by scheduling work which is less impactful on neighbouring residents. The City's expectations for [Good Neighbour Construction](#) continue with these extended hours.

It is the expectation of the City that the above issues will be managed by the appropriate site personnel and messaged to all trades workers employed by the developers. Project site signage to effectively convey the messaging that all reasonable efforts must be made to limit the noise during these extended hours should be posted as soon as possible.

Building Permit Applications

Further to [Bulletin #1](#) the City is now accepting new Building Permit submissions by paper or digitally for:

- Demolitions
- Tenant Improvements
- Minor Building Permits
- Minor Plumbing Permits

The application **must** be complete with all required information (completed application form; agent authorization; a current land title; full drawings; and a cheque or credit card payment).

For major Building and Plumbing Permit applications please contact your file manager to discuss prior to submission.

Any files over 5MB in size should be loaded through the City's file transfer service, [Coquitlam QFile](#) for digital submission & re-submission of your documents.

- Enter planninganddevelopment@coquitlam.ca; or <your file manager email address, if known> into Recipient Email field.
- Please name the document with wither your PROJ # or site address.
- We request you compress multiple files into one folder prior to sending.

Contacting Planning and Development

Our central customer service centre will continue to be staffed from 8:30-4:30 Monday to Friday.

Phone: 604-927-3430

Email: planninganddevelopment@coquitlam.ca

Please also feel free to contact your file manager directly.

The Planning + Development Department would like to thank all applicants for their patience as we all work though this unprecedented time. We encourage you to take advantage of the full range of the City's [online eServices](#).

This information is current as of April 2, 2020 and is subject to change based on Provincial health orders.