BULLETIN

DIGITAL INSPECTION REPORTS

The City of Coquitlam is in the process of transitioning to digital Inspection Reports.

Key changes in the revised approach are as follows:

Accurate Email

The new process will digitally send Inspection Reports to an *accurate and valid* email address. If an email address is not provided or is inaccurate, inspection reports will need to be obtained <u>in person</u> at the Building Permits Division front counter between 8:00 a.m. and 4:30 p.m. Monday to Friday (except holidays).

Timing

The roll out for this transition is scheduled for the first trimester of 2023.

Additional Information

Please update the email address for the person you designate to receive inspection reports by sending a detailed email with the information shown in the example below to <u>permits@coquitlam.ca</u>.

	¢ †				Inspecti	on Reports - Up	dated Email Addre	ss and Contact Inf	formation	for the Following Permi	Provided	Below - Message (H	ſMĻ)		•	<u> 21</u>	×
File	Message	Insert	Options	Format Text	Review	ADOBE PDF	🛛 Tell me w	nat you want to de	o								
Insert eDOCS DM	Paste	5 Cut 을 Copy 『Format Paint pboard	er B I	<u>U</u> all - 1	$A^* A^* \stackrel{\circ}{:=} =$ $A \cdot = =$		Address Check Book Names Names	Attach Attach S File * Item *		 Follow Up * High Importance Low Importance Tags 15 	Office Add-ins Add-ins	View Templates My Templates					~
6 Buildi	ng Permits	Customer Ser	vice🗙 : "V	/e strive to respo	and to emails v	vithin 2 busines	s days. Due to the	high volume of er	mails we ar	e experiencing, respons	e times ma	y be delayed. Thank	you for your pa	tience."			
Send Pleas Perm Emai Phon Conta	it #: :: e:	Inspection R	ports - Upd	ated Email Addr	ess and Contac	t Information fo	r the Following Pe	mit Provided Belo	w								

This information is provided for convenience only and is not in substitution of applicable City Bylaws, Provincial or Federal laws and regulations. Always refer to official documents. The City is not responsible for errors found in copies or alterations of this document.

