



Stakeholder Cybersecurity Incident Update Development Approvals and Building Permits

Open for Business Sub-Committee

Planning Division

- **Development Applications**
 - Advancing existing and new development applications and new submissions for existing applications. In some cases, staff have requested a resubmission of some supporting information from applicants.
 - Staff continue to communicate with applicants and are available for meetings, either in person or virtually.
 - Although the City's on-line portal and SharePoint site for applications are inaccessible, new applications or resubmissions can be submitted via email or in person at City Hall, 5th floor service counter.
 - Payment in the form of credit card/debit and cheques are accepted.

Planning Division

- **Zoning Compliance/Zoning Verifications**
 - Zoning Compliance Reviews are being processed, reviewed, and issued within 15 business days.
 - Cannot process or issue any Zoning Verification/Property Reports at this time.
 - Applicants can apply via email or in-person at the counter on the 5th floor.
- **Development Review Team (DRT)**
 - Meetings have resumed and items that were cancelled from the month of March have been rescheduled.
- **Design Review Panel**
 - Meetings have resumed and submissions can be made by email or in person.

Planning Division

- **Committee of Adjustment**

- Meetings resumed on March 26, 2024, and are in-person meetings and will receive in person and written delegations.

- **Heritage Permits**

- Advancing existing and new applications. In some cases, staff have requested a resubmission of some supporting information from applicants.
- The on-line submission portal is functional.
- Targeting Heritage Permit Sub-Committee on April 16, 2024, to ensure will ensure that all legislated timelines will be met for all applications.

Building Division

General

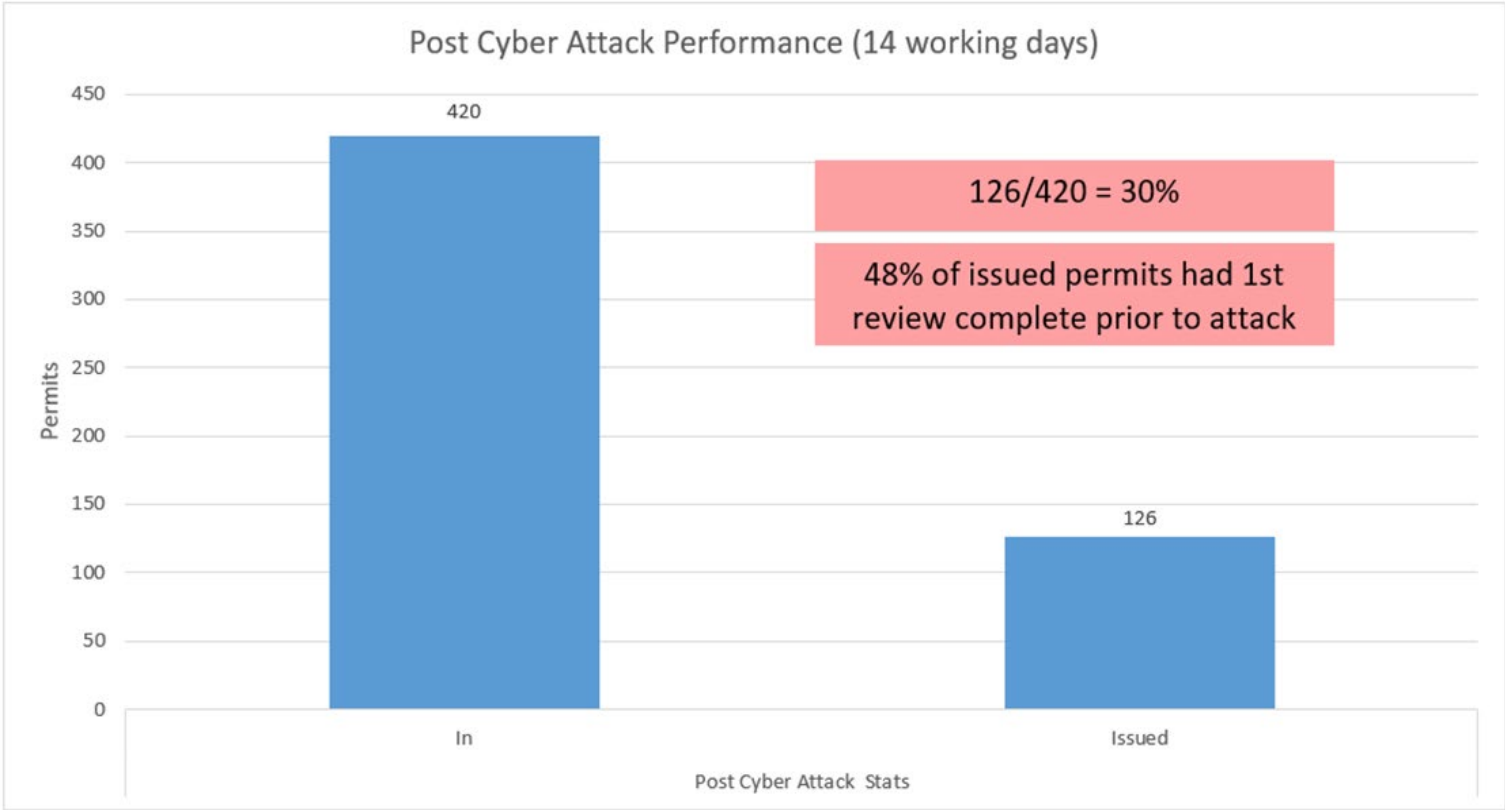
- City Hall, 3rd floor, counter remains open.
- Issuance of building permits (subject to compliance with all applicable law and the Ontario Building Code) in a paper format continues.
- Building continues to take in new and advance building permit applications.
- Some permit applications that have been caught in the electronic review system cannot be advanced. Applicants can switch over to paper format if they wish at no additional cost.

Building Division

General

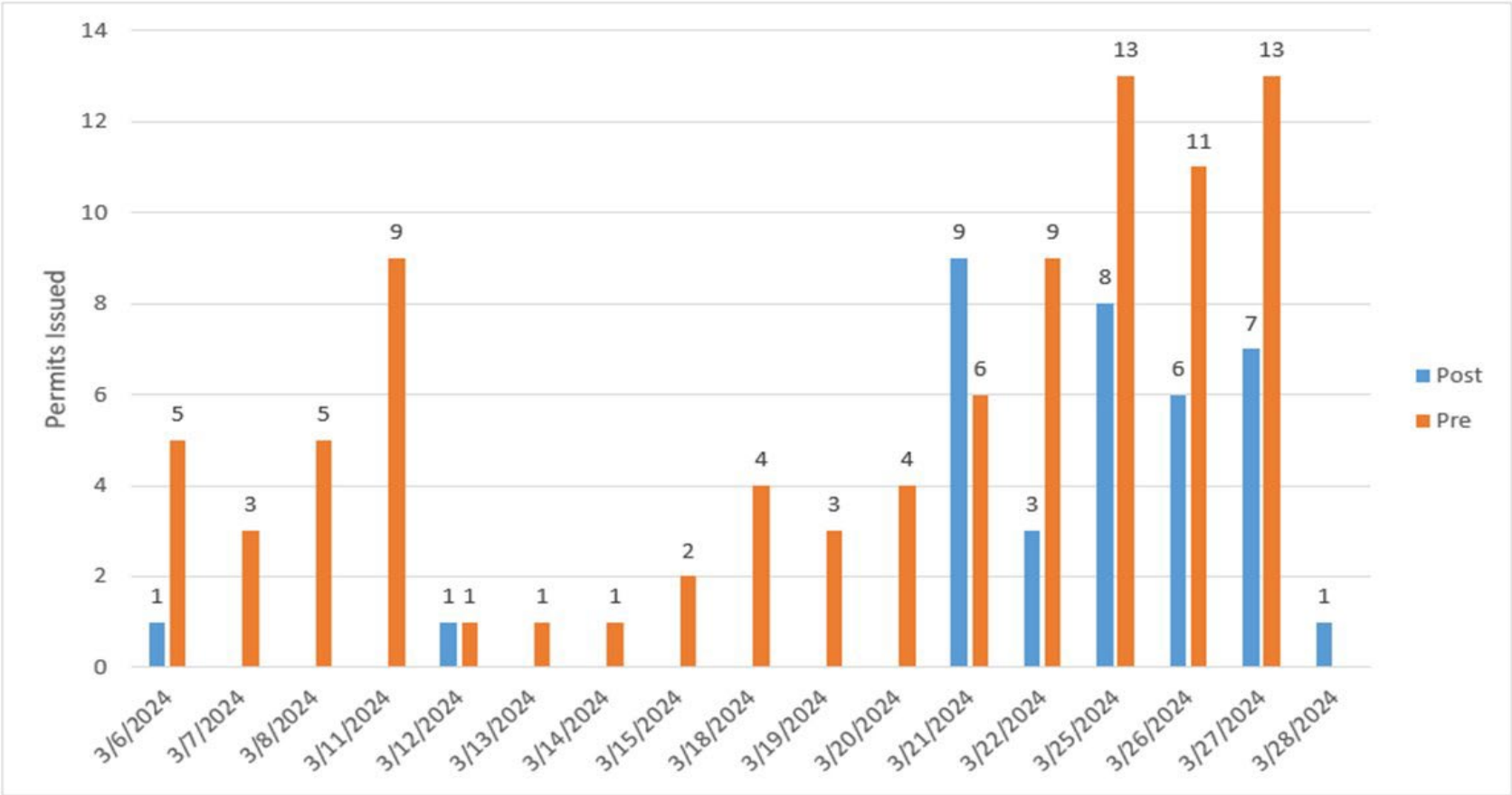
- General Inquiry Phone Lines remain offline.
 - All inquiries to the Building Division may be sent to building@hamilton.ca.
 - Staff can be emailed directly if email addresses are known to the applicant.
- Currently we are not accepting or processing Routine Property Record searches.
- We are accepting payment by credit card/debit and cheque.

Building Division



Building Division

Permit Issuance



Building Division

Building Inspections:

- Building Inspection Requests can be made via building@hamilton.ca.
- Enforcement continues - Inquires / complaints being received by building@hamilton.ca.
- UNSAFE Building complaints/investigations; continue and are supported through City Call Centre.
- Ontario Renovates Program and Downtown Renewal Program Inspection related work continues for the files that were previously active.
- Issuance of paperwork such as occupancy permits, permit extensions etc. have been paused, however processes continue to be developed to consider issuance of documentation.

Building Division

Building Engineer Section:

- New Building Permit Applications are being accepted in paper format only at this time. Applications can be made in person, by mail or by courier.
- Applicants with existing paper-based Building Permit Applications continue to be reviewed in the normal manner.
- Applicants with existing electronic (ePlans) Building Permit Applications are being asked to switch over to a paper permit process and are being dealt with on an individual basis.
- Any responding information must be paper submissions.
- Questions for existing permits can be directed to the individual plans examiner via email or to building@hamilton.ca.

Building Division

Plan Examination Section – One and Two Family Dwellings (same as Engineering Section except as noted below):

- New permit applications must be made in person at City Hall.
- The full permit fee is required at time of permit submission.

Growth Management Division

Engineering Review

- Applications are being processed; staff continue to review and approve applications; however:
 - Limited access to GIS information; managing application review based on the available information.
 - Applicants contacted for background information, as required.
 - Limited access to reports, studies, as-built drawings, etc.
 - Staff structuring conditions of approval during the development review process to expedite approvals.

Water & Sewer Permits

- Water meter permit, Water and Sewer Permit are being processed in the normal manner.

Growth Management Division

Inspections & LC Reductions

- Inspection services proceeding as normal.
- LC reductions being processed; but more complex applications may be delayed.

Grading Plan Certification

- Inspections proceeding as normal. Deposit release process may experience administrative delays.

Site Alteration Permits

- Inspections and enforcement with MLE proceeding with minor administrative delays.
- Permits are being issued manually.

Growth Management Division

Draft Plan of Subdivision & Condominium Registration

- Registrations proceeding; may require applicants to re-submit information.

Municipal Addressing

- Addressing is being reviewed on case-by-case basis.

Class EAs & Engineering Studies

- Ongoing and new projects are proceeding.
- General inquiries service for consultation on planning and policy studies not affected.

Contact Us

For general inquiries, staff can be reached at:

- Building Division: building@hamilton.ca
- Planning Division: pdgeninq@hamilton.ca
- Development Engineering: DevEngApprovals@hamilton.ca
- Development Construction: Gmconstruction@hamilton.ca
- Infrastructure Planning: iPlanning@hamilton.ca
- Municipal Addressing: maddress@hamilton.ca
- Transportation Planning: tplanning@hamilton.ca
- Development Charges: DCRequest@hamilton.ca

THANK YOU FOR ATTENDING
THE OPEN FOR BUSINESS SUB-COMMITTEE