

## Managing Inspection Frequency Changes Via the Portal

The ESC Inspection frequency under ESC Permits is site specific, with the existing portal allowing for the inspection frequency to be set and managed on a site-by-site basis depending on the site’s performance, the season, site activity, and site risk.

The inspection frequency requirements are summarized in the following table:

**Table 1 – ESC Permit Inspection Frequency Intervals**

Summary of ESC Permit Inspection Intervals <i>Inspection Interval as days unless specified</i>	Season	
	Winter	Summer *
<b>Land Development (Site Servicing, Subdivisions)</b>		
Active	7	14
Inactive	14	30
On maintenance – Active (Home building activity)	14	30
On maintenance – Inactive (No home building activity)	30	30+**
<b>Building Permits (Industrial, Multi-family, Institutional), Infrastructure Projects, Soil Deposition/Removal Permits)</b>		
Active	7	14
Inactive	14	30
<b>Building Permit (Single Family House Construction only) †</b>		
Active/Inactive	7/14	30+
<b>All ESC Permits</b>		
Site Deficiencies	7	7
Significant Rainfall Event (SRE)	Inspection required within 24 hrs	24hrs
	Inspection Report Submission	1

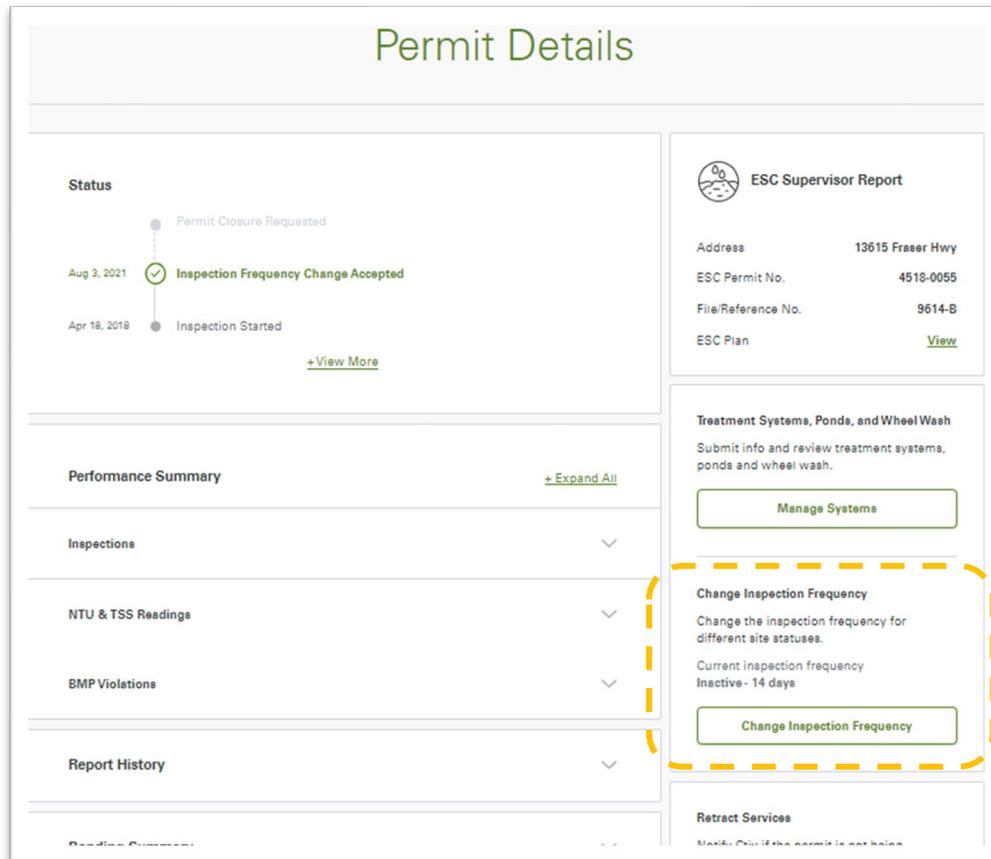
\* Approximately late June to early September

\*\* Frequency variation will be determined based on the installed BMP’s, site performance, and area of disturbance

† The ESC Permit inspection intervals for Single Family projects vary depending on the scope of works; refer to the conditions on the permit document.

The existing ESC Supervisor Portal required email back and forth between the ESC Supervisor and Engineering Environment Section staff to coordinate changes to each site’s inspection frequencies. The new Portal now automates the process allowing ESC Supervisors to request, manage, and track changes to the inspection frequency for each permit, while also automating several procedural requirements.

This feature will be accessed via the Permit Details page as shown below.



### Permit Details – Change Inspection Frequency feature

When the ESC Supervisor makes the request to change the inspection frequency, the system will first validate that the last inspection report doesn't have any non-compliance concerns. Next the ESC Supervisor will be given the option to request either a schedule change based on the 'site status' or to request a non-standard frequency; see the screen shot on the next page.

The screen will then clarify to the user what the existing and proposed inspection interval will be to clarify the interval change, also highlighted below. "If, as a result of the change, the frequency is increased, such as going from inactive (14-day interval) to Active (7-day interval), the system will automatically update the inspection schedule and send out a notification to the primary contacts on the ESC Permit to notify them of the status change.

### Change Inspection Frequency

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Before requesting changes to the Inspection Schedule, please review the SR Portal manual before proceeding.

**Current Site Status**  
Non-Standard Frequency - 30 days

Select how you'd like to change the inspection frequency:

Change site status  
 Request non-standard frequency

Select site status  
Inactive (Inspection interval - 14 days)

Reason for request  
Enter reason for for changing the inspection frequency

Max 10000 characters.

### Inspection Change Request

Should the request result in a decrease in the inspection frequency, with a longer duration between inspections, the ESC Supervisor will be prompted to provide additional information to demonstrate that the site conditions are conducive to less oversight to meet the permit's requirements.

This request will require the submission of a *Change Inspection Frequency form*, with a narrative/assessment of the site's merits supporting the relaxation in the inspection frequency, and the submission of site photos – see the screen shot on the next page. Once submitted, the system will flag the request for Engineering Environment Staff to review.

## Change Inspection Frequency

### Requested Info

**Inspection Frequency Option**

Non-Standard Frequency

**Number of Days Between Inspections**

30 Days

**Reason for Request**

Site is inactive and buttoned up

Complete and submit the [Change Inspection Frequency form](#) and submit photo(s) to complete the change request.

### File Upload

Complete and submit the [Change Inspection Frequency form](#).



#### Drag + Drop

Maximum 15 MB per file  
(.pdf, .jpg, .jpeg, .doc, .docx)

+Add File

### Photo Upload

Upload at least one photo of the project site.



#### Drag + Drop

Maximum 15 MB per file  
(.jpg, .jpeg, .png, .bmp)

+Add File

Cancel

Submit

Inspection Frequency Change (reduction)

## Managing inspection requirements under Single Family House Building Permits (BPs)

ESC Supervisors with experience overseeing ESC Permits applied to large house construction projects would be familiar with the following inspection requirements that are unique for these types of projects:

- Monitoring schedule set to Single Family site requirements:
  - Weekly from the start of construction until such time that all the ESC Facilities are installed and signed off by ESC Supervisor
  - Followed by bi-weekly for 1 month
  - After which, pending agreement by the City, reduced to monthly for 2 months
  - BMP deficiencies will trigger weekly inspections until the issues are resolved
  - “Significant Rainfall Events” inspections are required
- Any changes to this frequency to be made only in consultation with the City
- ESC Inspections must commence, and monitoring reports submitted to the City via the on-line reporting system before Building Inspection can be scheduled

This new ESC Supervisor Portal will now provide ESC Supervisors overseeing these projects the ability to self-coordinate, trigger, and track the application of the above criteria as part of their monitoring requirements, using this same feature.

Additional Portal enhancements related to this feature to aid in the inspection scheduling as part of new Portal include:

- ❖ Schedule frequency changes will be documented, recorded, and tacked directly against the permits and able to be viewed online
- ❖ Inspection change requests for reduced frequencies will be flagged with a goal of a two work-day response turnaround by City staff
- ❖ Changes to inspection frequency will be quicker with fewer uncertainties and glitches
- ❖ ESC Supervisors will be able to roll-back inspections started against an ESC Permit in error
- ❖ ESC Supervisors will be able to reactivate ESC Inspections against sites that have the inspections placed “on-hold” directly via the portal
- ❖ The Portal will send out notifications to the permit holder to keep them informed about changes to the inspection frequency