



Project Intake Process

MuniCode Services Ltd. strives to provide an optimal service to municipalities, owners, contractors, and designers. This service is provided through our experience and expertise in the fields of Building and Fire Codes while also continually ensuring that our processes are adapting and evolving with industry. In recent years our office has been tracking the time to review projects along with the number of projects that require additional information to be submitted prior to completing a review and have found areas where we can improve the service we provide.

Starting back in February 2022, all building permit applications are being reviewed by a Project Intake Building Official when submitted to our office to confirm that the application received has all information submitted for review.

If the application is complete, then it will be placed on our list for review by a Building Official.

If the application is not complete, then an email will be sent to the applicant and municipality from the Project Intake Building Official requesting the additional information to be submitted for review. Once the information is submitted, then a Building Official will review the application to issue a building permit.

This new process has been instrumental in reducing review times this last year as it has provided the owner/contractor an opportunity to submit the information sooner. As well, we believe this has been an opportunity for municipalities to familiarize themselves with the information that is required to be submitted with building permit applications.