

## **CITY HALL & MUNICIPAL SERVICE CENTRES**

### **BEGINNING TUESDAY, FEBRUARY 16, 2021:**

- City Hall will be closed to walk-ins.
- Appointments are required for in-person drop offs or pick up of applications or resubmissions.
- Customers can call 905 546 CITY (2489) for an appointment.
- Active health screening is required for anyone entering City Hall (prior to entry).
- Services
  - In person drop off for development applications for Building Permit, Planning or Growth Management are available by appointment only. Also, packages can be dropped off in our secure mail box at the rear doors of City Hall. Please note this is a multi-purpose standard mail box for small parcels only; large parcels are to be sent via Canada Post or courier. All hardcopy submissions mailed, couriered or dropped off, must be securely packaged and addressed to the name of the plan reviewer if known.
  - Business Licencing is available only on Wednesdays by appointment only at 77 James St., Suite 250.

### **TO MAKE AN APPOINTMENT:**

- Customers can make an appointment by calling 905-546-CITY (2489). Appointments should be made prior to arrival.
- Customers can call between 8:30 a.m. - 4:30 p.m. Monday to Friday (excluding holidays) and scheduling is not available after hours.
- Residents are encouraged to access municipal services online where available:  
[www.hamilton.ca/coronavirus/online-city-services](http://www.hamilton.ca/coronavirus/online-city-services).

### **ACTIVE HEALTH SCREENING**

- Screening can be completed online or in person prior to entering City Hall
  - Online screening is available at: [screening.hamilton.ca](http://screening.hamilton.ca) with more information available at time of booking.
- Hard copies will be available at the entrances so that staff can ensure those who did not do the online screening can still do it when they arrive.

- See our website [www.hamilton.ca/covidclosures](http://www.hamilton.ca/covidclosures) for a summary of all the current impacts. Also please review our Development FAQ page for further instructions <https://www.hamilton.ca/coronavirus/faq-development-approvals>