

**Community Development and
Transportation**

**1017 Middlefield Road
Redwood City, CA 94063
(650) 780-7234**



May 1, 2020

Subject: Update - Redwood City Construction Projects in Compliance with the San Mateo County Health Officer's Order

This document covers activities overseen by the City's Building and Engineering/Transportation Divisions. The Community Development & Transportation Department is following the San Mateo County Health Officer's Order¹ ("[Order](#)") revised April 29, 2020, which is presently in effect from May 4-May 31, 2020 (unless amended). The Order requires San Mateo County residents to shelter-in-place and includes other measures to further slow the transmission of the Novel Coronavirus Disease ("COVID-19"). Where a conflict exists between the County's Order and state or federal public orders, the most restrictive provision controls.

BUILDING DIVISION

Permit Services:

City Hall and other City administrative offices remain closed. Paper plans cannot be accepted or issued at this time. Applications and submittals for all projects will be accepted electronically – Please go [here](#) for guidelines. Certain services may take longer to provide than normal due to permit review backlogs and staff availability.

The prioritization for permitting projects shall be as follows:

1. Life-safety construction permits. This includes repair permits for habitability items such as running hot and cold water, sewer line repairs, furnace/heater repairs, electrical issues, etc.
2. Approved plans. Staff will contact applicants with approved plans to discuss building permit issuance. These permits will be issued electronically ONLY.
3. New permit applications. This includes plans not yet approved and recently submitted applications.

We appreciate the public's patience as permit staff will be delayed due to the amount of inquiries and requests received.

Inspections:

The safety of the community and City employees remains our highest priority. All field inspection procedures are subject to change in compliance with guidance from public health officials. Building Inspectors may deny inspections if required social distancing and other safety protocols are not implemented on any the construction site. The City requires all construction sites to provide documentation that they are meeting these required protocols:

- For the week of May 4, 2020, please call (650) 780-7361 to schedule an inspection. After May 11, please call (650)780-7361 or submit a request to the Building Division [online](#).
- All inspections must be requested **no later than 2 p.m.** the day before the requested inspection and will be scheduled for the next business day. Requests received after 2 p.m. will be scheduled for the second business day. * *Note: Due to the high volume of inspection requests and limited staffing, inspections will be scheduled in the order received. The overflow will be moved to the next available business day as necessary. To check when your inspection is scheduled, please go [here](#).*
- The building inspector will call you on the day of your inspection between 7 a.m. – 9 a.m. to provide you with a 2-hour window for the inspection. The inspector will require [social distancing protocol](#) and will discuss whether the projects falls under [small](#) or [large](#) construction project protocol. This must be in place prior to the inspection.
- Virtual inspections are strongly encouraged. Please discuss with the building inspector on the day of your inspection and suggest a medium for the virtual inspection. The City currently is able to utilize FaceTime, Skype, Zoom, Microsoft Teams and pictures.
- **Please note, in consideration of residents that continue to Shelter In Place (SIP), the City requests construction hours be limited to Monday through Friday from 8 a.m. to 5 p.m. No weekend work will be permitted unless for specific life safety or other emergency structural reasons.**

Construction Site Safety Measures (REVISED April 29, 2020).

The Revised Order has established **new** specific Construction Safety Protocols for projects described under [Appendix B-1 \(small job sites\)](#) or [Appendix B-2 \(large jobs\)](#). Additionally, all active construction sites must continue to follow updated "[Social Distancing Protocols](#)" such as:

- Social Distancing protocol to be posted at entrance(s) at all times
- Limiting the number of people who can enter the overall construction site, including support facilities like jobsite trailers, at any one time to ensure that people in the construction site can easily maintain a minimum six-foot distance from one another at all times, except as required to complete the Essential Business activity
- Providing hand sanitizer, soap and water, or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by employees
- Regularly disinfecting other high-touch surfaces

- Posting a sign at the entrance of the facility informing all employees that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into one's elbow; not shake hands or engage in any unnecessary physical contact

If anyone is suspected to be symptomatic, the Inspector will not perform an inspection.

For any additional assistance on social distancing practices, see the Centers for Disease Control and Prevention's [guidance](#).

Contact information construction related complaints or questions:

Construction related complaints

8 a.m. – 5 p.m.	www.redwoodcity.org/myrwc Code Enforcement: (650)780-7577
After 5 p.m.	(650) 780-7100

4. Additional Contact Information

Building Inspection & Code Enforcement Division	permits@redwoodcity.org (650) 780-7350
Engineering & Transportation Division	encroachments@redwoodcity.org (650) 780-7380
Fire Department	secretaries@redwoodcity.org (650) 780-7400
Planning Division	planning@redwoodcity.org (650) 780-7234

¹ For more information on the San Mateo County Health Officer’s Order and for more information regarding the COVID-19 Incident, visit www.smchealth.org/coronavirus.

ENGINEERING/TRANSPORTATION DIVISION

Permitted right-of-way improvements related to private developments and utility infrastructure as well as essential City Capital Improvement Program construction projects are allowed per the San Mateo County Health Shelter In Place [Order](#) (updated April 29, 2020).

These construction projects must meet key exemption definitions and criteria set forth by the Health Orders. Such projects have been able to continue with construction as they are deemed necessary for the maintenance, operation or repair of Essential Infrastructure or are public works projects.

The Revised Order has established **new** specific Construction Safety Protocols for projects described under [Appendix B-1 \(small job sites\)](#) or [Appendix B-2 \(large jobs\)](#). Additionally, all active construction sites must continue to follow updated "[Social Distancing Protocols](#)."

All active projects and permits must have consistent oversight with proper monitoring, documenting, and reporting of essential safety requirements, issues and compliance protocols such as:

- Posting of "Social Distancing Protocol" signage at all Essential Businesses and construction sites
- Providing copies of the Social Distancing Protocol to each employee
- Maintaining at least six-foot social distancing
- Frequently washing hands with soaps
- Covering coughs and sneezes
- Avoiding all unnecessary social interaction
- (Refer to Appendix A, B-1 and B-2 for a full list of requirements)

City Engineering staff will continue to work with contractors to assist and monitor all projects' compliance with respect to the Social Distancing Protocols. It is also critical to hold field meetings with field superintendents to ensure compliance to required job site protocols. Weekly reminders coupled with daily inspections will remain in place to ensure protocol compliance.

Signed safety and health protocol and inspection checklists (Appendix A, B-1 and B-2, etc.) shall be sent to project managers and saved in project folders as evidence of compliance, education and monitoring.

As noted above, in consideration of residents that continue to Shelter In Place (SIP), the City requests construction hours be limited to Monday through Friday from 8 a.m. to 5 p.m. No weekend work will be permitted unless for specific life safety or other emergency reasons.