Community Development Department
Planning & Building Divisions
Daily Operations Plan

Public Counter
- By appointment only – (Staff will determine if in-person meeting is necessary. Otherwise, business will be conducted via on-line submittal and/or email. At this point, we have conducted all meetings via teleconference.)

Building Inspection
- Life and Safety inspections will continue (i.e. damaged structures, fire, and other emergencies)
- Standard Protocol - On-line or Email – Inspections to be conducted via email, pictures, videos and/or face time.
- As Directed -- Limited On-site Inspection - If on-site inspection is required, access will need to be provided without the applicant being present. If applicant needs to be present, inspector will institute questions protocol (see below). If the answer to any of the questions is yes, inspection will be cancelled and alternative means of inspection will be exercised.

Inspection Questions
- Are you or anyone in your home exhibiting flu like symptoms?
- Have you been out of the country within the last 14-21 days or been in contact with anyone who has?
- Do you or anyone in your home have a fever?
- Do you or anyone in your home have a cough or shortness of breath?

Code Enforcement
- Emergency code enforcement (i.e. spills, hazardous materials, etc. will continue).
- Standard Protocol - On-line or Email – Inspections to be conducted via email, pictures, videos and/or face time.
- Suspend all other code enforcement.

Plan Checks/Permits
- Require electronic submittal of new plan checks.
- Paper plan check submittal by appointment only.
- Plan checks/Permits continued to be performed/issued daily.