



PLEASE READ THE FOLLOWING PRECAUTIONARY MEASURES BEING IMPLEMENTED FOR THE SAFETY AND WELL-BEING OF YOU AND OUR STAFF DUE TO COVID-19 (CORONAVIRUS)

REVISED 3/24/2020

Expanded Electronic Services

- Email permit submittals have been expanded to allow for submittal of roofs, windows, doors, garage doors, shutters, fences, pre-fabricated sheds, a/c change-outs, water heater replacements, water re-piping and most other single trade permit applications with Florida Product Approvals or Miami-Dade Notice of Acceptance. Emails should be sent to click2govbp@cityoffortpierce.com
- Unfortunately, at this time we cannot accept electronic submittal of any site-specific or signed and sealed engineered documents.
- You may also submit Notice of Commencement forms, Roof Nailing Certifications, Request for Permit Extension/Renewal forms via e-mail to the assigned permit technician. If you are unsure who the assigned permit technician is, please send your email to click2govbp@cityoffortpierce.com
- For building violation cases, and inquiries regarding Special Magistrate hearings, please send your email to ebeck@cityoffortpierce.com and carbon copy to scoss@cityoffortpierce.com
- Feel free to contact the Building Department at (772) 467-3718 with any questions you may have.



Visiting the Building Department

- Until further notice, the Building Department is available by appointment only.
- Appointments will only be made Monday through Friday from 9 AM to 3 PM.
- Appointments should be scheduled in advance. Appointments may not be available if you show up to City Hall unannounced.
- Most permit and document submittals will be accommodated via email, US Mail, UPS or FedEx.
- For emergency permits or permits that may not be handled via email, US Mail, UPS or FedEx, appointments will be scheduled by the Building Department to allow for submittal.
- Availability of appointments will be limited based on the level of staffing available.
- If you are more than 10 minutes late for your appointment, your appointment will be cancelled.
- Except for permit or document submittal, meeting requests with staff members will not be accommodated at this time.
- To schedule an appointment, contact Kim West at (772)467-3199 or kwest@cityoffortpierce.com
- Customers and staff should stay at least 6 feet apart. Red tape has been placed on the floor to maintain 6 feet of separation from staff. A red "X" has been placed on the floor marking 6 feet of separation from other customers.
- Prepare all documents prior to visiting the building department. All permit forms may be accessed and printed from our website, www.cityoffortpierce.com. Under the Building Department, navigate to "Permitting" and then to "Permit Forms".
- Please only approach the counter to present documents to staff. Once documents have been placed on the counter, please return to the red line.
- While cash is still accepted, payment with credit card or check is preferred.
- Staff has been directed to not make physical contact with the public.
- Feel free to contact the Building Department at (772) 467-3718 with any questions you may have.



Inspection Services

- For the safety and well-being of you and our staff, in-person interior inspections for occupied or recently occupied residences will not be conducted at this time.
- For interior inspections, please be prepared to present the inspector with photographs or video of the work to be inspected. Photographs and short videos should be emailed directly to the inspector. See below for email addresses.
- If the inspector requests a live video, you will be sent an email link from Microsoft Teams.
- It will be at the discretion of the inspector if the work may be approved upon viewing the photographs or video taken.
- If the inspector cannot approve the work performed, you may reschedule the inspection once full city services have been restored; or, you may contact an Engineer to inspect and certify that the work was done pursuant to the issued permit and performed in a manner compliant with the Florida Building Code. Such certification shall be signed and sealed by the Engineer. The original signed and sealed certification shall be submitted to the Building Department via US Mail, FedEx or UPS and is subject to review.
- After-hour and weekend inspections are not being offered at this time.
- Non-permit related interior inspections regarding minor or moderate property maintenance issues will not be performed at this time. Please contact the city again once full city services have been restored.

Inspectors

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