



## -MEMORANDUM-

**DATE:** August 30, 2021

**SUBJECT:** COVID-19 TEMPORARY SERVICE MODIFICATIONS

All – the below memo, issued by the Building Official on June 1, 2020, remains in effect.

Protocols may be adjusted periodically, based on current COVID guidance and developments. Please check with the Building & Safety Department (805-933-4218) for details.

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*In response to COVID-19, effective March 18, 2020 and continuing until at least June 15, 2020, City facilities, including City Hall, will be closed to the public. During this closure, City staff will be working and available via phone or email. The Building and Safety Division will continue to perform plan check and inspection services with several modifications:*

- 1. Inspectors will not enter occupied residences to perform inspections. Any inspections for permits for minor interior residential work (HVAC/water heater change outs, etc.) will be postponed until a later date. At this time, we are not planning to expire any permits due to lack of inspection.***
- 2. Plan Check will continue; all projects must be submitted electronically (permit and plan review application may be accessed here: <https://bit.ly/3Bqw1aA>). All hard copies of documents or plans will be placed in quarantine for 24 hours before being reviewed or processed. After the 24-hour quarantine, staff will review the documents in the order received and as time permits. The quarantine is a precaution to prevent the spread of COVID-19, which has been shown to be detectable for up to 24 hours on cardboard/paper.***
- 3. For Permit Issuance, we will be e-mailing the permit, job card, and all other supplemental documents to the permit holder. At first inspection, the inspector will verify that the proper signatures are on the permit.***

*At this time, we have no plans to work remotely as we do not have the infrastructure in place. IT is currently exploring solutions for this, which we hope to implement in the future.*

*Pre-Development Meetings have also been cancelled. We are currently working on options to continue to provide this service through either e-mail or conference call.*

*Updates will be provided via City of Santa Paula Community and Economic Development Department. We appreciate your patience and understanding.*

*Stay healthy everyone!*