



ATTENTION

COVID-19 UPDATE



Effective Monday, April 20, 2020

To help protect our customers and employees from the threat of the COVID-19 virus, in-person submittals from registered contractors will be limited, and the electronic submittal for Building Division Permit Applications will be required for certain permit types.

NOTE: State law requires Owner Builders to appear in person to submit new permit applications, and this notice does not apply to Owner Builders.

ELECTRONIC SUBMITTAL VIA THE ONLINE PORTAL WILL BE REQUIRED FOR:

- **ALL Sub-Permits and Revisions**
- **ALL Accessory Structures and Accessory Dwellings (except Commercial or Multi-Residential accessory buildings)**
- **AC Change Out – Electric Hardware**
- **Additions – Residential only**
- **Alterations – Residential and Mobile Homes**
- **Aluminum Structures – Carport and Porch**
- **Awnings**
- **Boatlifts**
- **Canopy / Tents / Membrane Structures / Open Parking Structures with solid roof**
- **Communication Antennas and Towers**
- **Concrete Slabs**
- **Decks**
- **Demolitions – All types (Residential, Commercial, Exploratory, Interior, Multi-Residential, etc.) except Sign demolitions**
- **Docks – Residential and Non-Residential (does not include Dry Dock permits)**
- **Driveways – All types**
- **Electrical – All Types (Access Control, Bi-Directional Amp, Cable TV, Change of Service – Residential and Commercial, Generators, Fire Alarms, Irrigation Systems, Low Voltage, Phone Electric, Repairs, Site Lighting, Temporary, Traffic Systems, etc.)**
- **Enclosures of Patio/Porch – SFD, Duplex, Townhouse, Multi-Family (Condos and Apartments)**
- **Entry Features**
- **Fences – All types (Residential, Commercial, Pool Barriers, etc.)**
- **Fire Sprinkler and Fire Suppression**
- **Footings**
- **Fountains**
- **Fuel Lines, Fuel Tanks, and Fuel Tank Replacement**
- **Gas Lines, Gas Tanks, and Gas Tank Replacement**
- **HVAC – New with duct work and HVAC equipment change-outs (all)**
- **Interior Improvements – Residential and Commercial**
- **Lift Stations**
- **Mobile Home Setup and Tie Down**
- **Notice of Commencement**
- **Parking, Paving, Repaving, Parking Lots (new and expansions) – Multi-Residential and Commercial**
- **Permit Renewal Requests on permits issued after January 1, 1992**
- **Picnic Shelters**
- **Playground equipment**
- **Plumbing (Including Irrigation, Sewer/Water Connections, Water Meters, and Water Heaters)**
- **Pools and Spas – All types (including Above-ground, Heaters, In-ground, Renovations, Replacements, etc.)**
- **Reroofing, Roofing, Roof Repair (All types – Residential and Commercial)**
- **Seawall or Bulkhead**
- **Shutters**
- **Siding**
- **Signs – All Types (including Billboards, Face Changes, Freestanding, etc.)**
- **Single Family Dwellings – All Types (Duplex, Detached, Zero Lot Line)**
- **Site Development - Residential 1&2 Family only**
- **Site Plan Review – Accessory Enclosures <= 36 Ft (Residential SFD)**
- **Site Plan Review – Court Surfaces**
- **Site Plan Review – Driveway, Parking, Surfacing, Repaving – Not in Right-Of-Way**
- **Site Plan Review – Fences (1&2 Family – Excluding Pool Barriers)**
- **Site Plan Review – Flag Pole (20' or less – Residential only)**
- **Site Plan Review – New Re-surface (1&2 Family – Not in Right-Of-Way)**
- **Site Plan Review – Painted Wall Sign**
- **Site Plan Review – Slab – Not for future structure**
- **Slabs with Footing**
- **Solar Attic Fan**
- **Solar-Thermal and Solar-Photovoltaic**
- **Stucco on Lath**
- **Townhouse – All types (2 to 4 units and 5 or more units)**
- **Tube Type Skylights**
- **Utility Connections**
- **Walls – Perimeter/Entry Columns, Landscape, Walls for future sign**
- **Walk-In Coolers – Interior and Exterior**
- **Water Heater Change Out – Electric Hardware**
- **Window and Door Replacements (All Types – Residential and Commercial)**

NOTE: Corrections for existing paper applications must be submitted in person.