



## BUILDING INSPECTIONS & PLANNING DEPARTMENT ADJUSTED POLICY DURING COVID-19

- Preferred method of payment is check at this time.

### **Building Inspections**

Permits: All required documentation should be sent by mail or placed in the designated drop box. Staff will email and/or mail approved plans and other documentation.

Plan Review: All documentation should can be sent by mail or placed in the designated drop box. All questions or additional required documents shall be addressed by email or phone. Plan review time is now 10 to 20 business days from the time all documentation is received.

Inspections: Daily field inspections will continue with necessary scheduling adjustments.

Inspection scheduling: By phone or email.

Inform contractors and public of new policies at this time via social media, website, press release, written notification to active projects during inspections.

Email inspection reports and CO's as well as leaving at the construction site.

Priority inspections will be given to violation directly effecting community Health, Safety and welfare.

### **Code Compliance**

All complaints should be submitted by phone (804.469.4500) or online at:

<https://www.dinwiddieva.us/FormCenter/Code-Compliance-3/Code-Compliance-Complaint-Form-44>.

Code Compliance: Visual Site Inspections with Photographs (Practice Social Distancing); phone calls and email for follow up and questions.

Inspections will occur on a weekly rotating basis either on Mondays, Wednesdays and Fridays or on Tuesdays and Thursdays.

### **Environmental Inspections and Site Plan Reviews**

Visual Site Inspections with Photographs (Practice Social Distancing); Site inspection reports will be emailed to permittees; phone calls and email for follow up and questions. Please drop off Agreement in Lieu and Land Disturbance Permits in the designated Planning, Zoning Code Compliance and Building Inspections drop box.

Inspections will occur a weekly rotating basis either on Mondays, Wednesdays and Fridays or on Tuesdays and Thursdays.

## **Planning Department Reviews**

Site Plan Reviews and Survey Plat Reviews: Site plans and survey plats should be mailed or dropped off at the designated drop box area and the agreements in lieu as part of the building permit process should be submitted by mail or should be dropped in the designated Planning/Building Inspections drop box. Plan review letters and comments are emailed; all follow ups are performed via email and phone calls.

Permits (Zoning, Sign, Building), Business License Zoning Compliance Checklist, Land Use Applications (Rezoning, Conditional Use Permits, Variances)

The zoning permits, business license zoning compliance checklists, land use applications can be mailed (originals), emailed and then mail the original. Any follow up will be by phone or email.