

# Permitting Procedure During Temporary Office Closure

Effective March 20, 2020:

## Permit Intake:

- The following applications may be emailed to [RHill@cityofpt.us](mailto:RHill@cityofpt.us) or [Wfitch@cityofpt.us](mailto:Wfitch@cityofpt.us):

### **Residential re-roof**

### **Water heater replacement and heat pump installations**

- All other applications are being accepted by mail or by using the drop box in front of City Hall (starting Monday March 23, 2020). If you are using the drop box, make sure that the submittal package is secured together.

**Emergency Repairs:** We are expediting permits for emergency repairs, if you have a project that you think qualifies as an emergency repair contact our Permit Technicians at [Wfitch@cityofpt.us](mailto:Wfitch@cityofpt.us) or [RHill@cityofpt.us](mailto:RHill@cityofpt.us) for further assistance.

## Plan Review Comments:

We will continue to send plan review comments electronically to the project contact, the applicant and the owner. Applicant response and revisions for plan review comments can either be mailed or placed in the drop box in front of City Hall. If you are using the drop box, make sure that the plan review comment sheet with responses is included and that the package is secured together.

### **Permit Issuance:**

1. A permit tech will notify you (typically by email) when the permit is ready for issuance and send you an invoice for the remaining fees.
2. Please mail in a check for any remaining fees. Include the permit number on the check or include a copy of your invoice, which contains your permit number.
3. Once we receive payment, we will email a digital copy of your permit and conditions for your review.
4. You can either sign the permit electronically and email a copy back to our office or print out a hard copy of the permit, sign and mail back to our office.
5. When we receive the signed permit, we will mail the applicant a hard copy of the permit, inspection card and approved field plans.
6. The permit, conditions, inspection card and approved field plans in an area that is protected from weather and accessible to the City Inspector.

### **Building Inspections:**

Inspections can be scheduled by calling the inspection hotline number on your permit or by using our online portal at <https://cityofpt.us/development-services>

Inspections are being performed as usual with the following exceptions:

1. Social distancing during the inspection process will be followed.
2. On-site inspections are not being performed for work done inside an occupied residence. Contact [agarcia@cityofpt.us](mailto:agarcia@cityofpt.us) for further information. We will be deciding on a case by case the safest way to perform the inspection; some may be able to be performed using photos, others may have to be postponed until we can perform the inspection on-site.

3. For smaller projects that take place inside an occupied residence, such as water heater replacement or heat pump installation performed by a licensed or registered contractor, we will accept electronically sent photos for inspection on a case by case process. The contractor will send an email to [agarcia@cityofpt.us](mailto:agarcia@cityofpt.us) with the permit number in the subject line with attached photos. Installations with penetrations through a wall that separates the house and the garage must be performed on-site, this is a fire-rated wall and requires that the penetrations be protected.

Development Services Department staff is working diligently to continue to provide services. Turn-around times may increase due to precautionary measures being taken; we appreciate your patience.