



Planning and Development Services COVID-19 EMERGENCY OPERATIONAL PROCEDURES

Revised March 30, 2020

On March 12, 2020, Mayor Rick Kriseman declared a state of local emergency as a response to the Novel Coronavirus Disease 2019 (“COVID-19”). The Planning and Development Services Department will implement the following operational policies in accordance with the Mayor’s order. These procedures are effective immediately and will remain in effect through the duration of the emergency, subject to change.

Development Review Services and Urban Planning and Historic Preservation Divisions:

The Development Review Commission (DRC) and the Community Planning and Preservation Commission (CPPC) meetings have been canceled until further notice. Please monitor the City of St. Petersburg [web page link](#) for changes to all public meeting scheduled dates. Applications for Commission review can be submitted electronically and will be scheduled when hearings resume. Phone calls will be utilized for all pre-application meetings. Questions can be answered via phone or email. **Zoning counter service has been suspended until further notice.**

Planning & Zoning: http://www.stpete.org/planning_zoning/index.php

Public meetings: http://www.stpete.org/boards_and_committees/index.php

Email: devrev@stpete.org

Zoning Main Phone Line: 727-893-7471

Construction Services and Permitting Division, Permit Operations:

The Construction Services & Permitting lobby will be closed and in-person walk-in services have been suspended until further notice.

Questions can be answered via phone or email. Please provide the address, permit/application number, and any additional information so we can be efficient in responding to your request:

Email: permits@stpete.org

Main Permitting Phone Line: 727-893-7231 Inspections Requests (Auto): 727-893-4101

Conference calls will be provided in lieu of in-person meetings.

All counter service for Residential and Commercial Over-the-Counter plan review have been suspended.

All plans must be submitted utilizing electronic applications and E-plan software.

Scanning services available to the public for plans sets including a maximum of ten (10) sheets has been suspended.

The permit application, supporting information and drawings will be screened to insure the submittal package is complete. Address, PIN, contractor registration or homeowner affidavit, and contact information will be verified prior to accepting the application and assigning a permit number. Contractor information must include a home/business phone, cell phone and email address for all parties to aide in communication during the plan review and inspection process. After the permit has been logged in, the contractor or homeowner will be given the permit information and directed how to check the status of the review. The Contractor or homeowner can use the online portal to make payment and print the permit placard and final construction drawings. Anyone that must make payment by check or needs the City to print the permit placard and plans will need to request an appointment after they have been notified that the permit is ready for pick up.

Plan Review:

All plan review will be performed using E-plan software. The stop - drop and go for small commercial projects, condo renovations, service and over the counter permits will be provided using the E-plan software, with a three day turn around. Standard review for logged in residential projects is 14 days and commercial projects, 21 days. We will make every effort to continue to meet these plan review performance goals. Customers will have the following options to complete the required plan review.

1. Complete the plan review per the standard practice by City staff.
2. Complete the plan review by use of an affidavit from a licensed architect or engineer per FBC 107.6. The requirement for prior approval from the Building Official is temporarily rescinded. (Fire, Engineering, FEMA, and Zoning review must still be performed by City staff.)
3. Complete the plan review by use of a Private Provider with the required notices to the Department per FSS 553.791. (Fire, Engineering, FEMA, and Zoning review must still be performed by City staff.)

All plan review staff will have the contact information for the design professionals for each project. During the review process, additional communication between the design professional and staff should help reduce the number of plan submittal and resolve the review comments with less confusion. The contractor or homeowner will be contacted by plan review staff if required during the review process and will be notified when the permit review is complete.

Inspections:

All Inspectors will contact the homeowner or contractor prior to the inspection and provide the following options to complete the required inspection:

Inspections will be performed by city staff when requested for all active new construction sites or options 1 through 5 listed below. Any occupied structure under renovation including single family homes will need to use options 2 through 5 listed below. No city staff inspector will enter the building.

1. Complete the inspection per the standard practice with a visual inspection on site by City staff.
2. Complete the inspection by submitting photos or virtually by using Face Time. This option is available for residential and commercial projects and for any re-inspection at the discretion of the City inspector.
3. Complete the inspection by use of an affidavit from a licensed architect or engineer per FBC 107.6. The requirement for prior approval from the Building Official is temporarily rescinded. (Fire, Engineering, FEMA, and Zoning inspections must still be performed by City staff.)
4. Complete the inspection by use of a Private Provider Inspector with the required notices to the Department per FSS 553.791. (Fire, Engineering, FEMA, and Zoning inspections must still be performed by City staff.)
5. Reschedule the inspection to a date after the emergency order has been lifted.

Final inspections that are not required for a Certificate of Occupancy may be rescheduled.

All permit extension fees will be waived, and permits and other currently valid development orders will be extended in accordance with FSS 252.363.

We recognize these restrictions may be inconvenient and will pose a challenge for both City staff and the public. These changes to operations and mitigation measures will help to ensure employee and public safety. Thank you for your understanding, patience and cooperation during this emergency. If you have any questions, please email our department director, Elizabeth.Abernethy@StPete.org.