



# Planning and Development Services

## COVID-19 EMERGENCY OPERATIONAL PROCEDURES

Revised October 5, 2020

The Planning and Development Services Department amended Covid-19 procedures are effective October 5<sup>th</sup> and will remain in effect until further notice.

### **Development Review Services and Urban Planning and Historic Preservation Divisions:**

Phone/Zoom calls will continue to be utilized for all pre-application meetings. Questions can be answered via phone or email. Limited in person service will be available at the Zoning counter, with questions limited to 15 minutes. **We recommend and encourage that you call or email for appointments for all Planning, Zoning and Historic Preservation related services.** The Development Review Commission (DRC) and the Community Planning and Preservation Commission (CPPC) meetings have resumed. Applications for Commission review can be submitted electronically or via in-person by appointment.

Planning & Zoning: [http://www.stpete.org/planning\\_zoning/index.php](http://www.stpete.org/planning_zoning/index.php)

Public meetings: [http://www.stpete.org/boards\\_and\\_committees/index.php](http://www.stpete.org/boards_and_committees/index.php)

Email: [devrev@stpete.org](mailto:devrev@stpete.org) Zoning Main Phone Line: 727-893-7471

### **Construction Services and Permitting Division (Permit Operations):**

Conference/zoom calls will continue to be provided in lieu of in-person meetings, and questions will continue to 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](mailto:permits@stpete.org)

ePlan Help Desk: 727-893-7230; [eplanreview@stpete.org](mailto:eplanreview@stpete.org)

Main Permitting Phone Line: 727-893-7231

Inspections Requests (Auto): 727-893-4101

**The Construction Services & Permitting lobby will now be open for limited in-person services Monday, Tuesday, Thursday, and Friday from 8:00 am to 4:00 pm; Closed on Wednesdays.**

In person services include the following:

- Residential and Commercial Over-the-Counter drop off service, with application and documents pre-screened, and review within three days.
- Scanning services for Over-the-Counter permits, with a limit of (10) sheets
- Same day plan review for Over-the-Counter permits **by appointment only**. Applicants will be served at designated appointment time, with drop off followed by phone or text notification when the review is complete. Permit can be paid for and printed out online, or via return appointment provided by staff. No waiting in the lobby will be allowed. This includes residential and commercial permits that can be reviewed within a 30-minute period. Please contact Lisa Butler at 727-893-4120 or email [CSP.PlanReview@stpete.org](mailto:CSP.PlanReview@stpete.org) to schedule an appointment.

Submittal packages will be screened for: address, PIN, contractor registration or homeowner affidavit, contact information including a home/business phone, cell phone and email address for all parties to aide in communication during the plan review and inspection process. The contractor/homeowner will be given the permit information and directed how to check the status of the review. The contractor/homeowner can use the online portal to make payment and print the permit placard and final construction drawings. Anyone that desires to 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 submittals have the following two electronic options:**

**Option 1: Email PDF option is limited to permits that do not require signed and sealed drawings from a design professional. The permit application, PDF drawings and documents can be submitted to [permits@stpete.org](mailto:permits@stpete.org) with an estimated completion date of three days.**

**Option 2: All permits that require signed and sealed plans from a design professional must submit the application, plans, and all documents electronically using the E-plan system. Please contact the E-plan help desk with any questions at 727-893-7230 or email [eplanreview@stpete.org](mailto:eplanreview@stpete.org).**

All plan review will be performed using E-plan software, including the “stop, drop and go” for small commercial projects, condo renovations, service and over the counter permits, which will have 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 also continue to have the following two alternatives to City plan review:

1. 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.)
2. 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 reduce the number of plan submittals and assist in resolving review comments. The contractor/homeowner will be contacted by plan review staff if needed during the review process and will be notified when the review is complete.

#### **Inspections:**

Inspectors will contact the homeowner or contractor prior to an inspection and provide the following five options for all required inspections. Any occupied structure under renovation including single family homes can use Option 1 provided that all occupants wear a mask or face shield. Inspectors will similarly wear a mask and will provide a disposable mask for all occupants when needed. If a building owner does not want the inspector to enter or will not wear a mask, the inspection will be canceled, and the inspection rescheduled as a virtual inspection using photos, video or completed using options 3 or 4 below. Contact Carole Morin to reschedule for a virtual inspection 727-893-7919 or via Email [Carole.morin@stpete.org](mailto:Carole.morin@stpete.org)

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 continued 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](mailto:Elizabeth.Abernethy@StPete.org).