



Planning and Development Services COVID-19 EMERGENCY OPERATIONAL PROCEDURES

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. The Zoning counter will be open from 8am to 3:30 pm to serve anyone who cannot utilize the email or phone services.

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:

Permit Office hours will be from 8am to 3:30 pm to provide additional time for cleaning and sanitizing of each work station and all areas open to the public.

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

All in-person meetings will be changed to conference calls.

Counter service will be limited to submittal of any required documents and applications.

All Commercial Over-the-Counter plan review has been suspended.

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

Scanning services will be available for the standard over the counter projects and service permits for plans sets including a maximum of ten (10) sheets. A drop box area will be provided.

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 return to the office 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 inspections will be scheduled and performed the following day of the request based on the work load when feasible. A two-hour time period for an estimated time of arrival will be standard for all inspections. Zoning inspectors will call prior to going out to inform potential arrival time. All Inspectors will contact the homeowner or contractor prior to the inspection and provide the following options to complete the required inspection:

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.

There is currently no cap on the number of inspection requests. However, if any inspection needs to be rescheduled based on work load, priority will be given to the inspections that must be “resulted” for the construction project to continue which will cover any work that would be concealed from view. 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.