



## CITY OF PACIFIC GROVE

### Community Development Department

300 Forest Avenue, Pacific Grove, CA 93950

T : 831.648.3190 • F : 831.648.3184 • [www.cityofpacificgrove.org/cdd](http://www.cityofpacificgrove.org/cdd)

**DATE:** March 17, 2021

**SUBJECT: PROCEDURES FOR PERMITS, PLAN REVIEW, INSPECTIONS AND CODE ENFORCEMENT DURING COVID 19**

City Hall is open with limited capacity in person appointments are available. Members of the public and applicants are strongly encouraged to email, phone or video conference with staff to conduct business. The Community Development Department will continue to accept permit applications, development inquiries, and plan reviews electronically.

**Construction shall comply with Social Distancing Requirements and the Construction Safety Protocols listed in Appendix B in the Order.** The City will consider alternative inspection requests. Nothing in these procedures limit the City's ability to perform necessary inspections as determined by Staff.

**PLEASE NOTE: If your gas or electric service has been disconnected or you have an emergency inspection request, please call (831) 233-0188.**

Services will be conducted as follows until further notice. This page will be updated as needed.

#### Building Permits and Building Plan Review Services

Service	Action
General permit questions	Email <a href="mailto:building@cityofpacificgrove.org">building@cityofpacificgrove.org</a> or call 831-648-3191.
Permit applications	Complete the permit applications on the <a href="#">Building webpage</a> and email to <a href="mailto:building@cityofpacificgrove.org">building@cityofpacificgrove.org</a>
Plan Intake	Email staff at <a href="mailto:building@cityofpacificgrove.org">building@cityofpacificgrove.org</a> for questions and to prepare to submit plans electronically. Staff will provide comments back to you remotely by phone or email as needed.
Building Inspections	Inspections will continue in compliance with <b><u>Social Distancing Requirements and Construction Safety Protocols.</u></b> Please schedule inspections by calling 831-648-3194. Alternatively, you may <a href="#">schedule inspections online</a> . Please call or email the Building office to obtain your access code for scheduling inspections online.
Fee Payment	Call 831-648-3190 to pay over the phone via credit card, mail to City Hall 300 Forest Ave, Pacific Grove, 93950, <b><u>or drop a check at the City Hall drop box located at 300 Forest Ave.</u></b> Please address to CDD - Building Division and include a copy of the application/permit. Once the fee has been processed a receipt will be emailed to you.
Building Permit cards	Staff will email you a .PDF that you can print. <b><u>Construction shall comply with Social Distancing Requirements and the Construction Safety Protocols listed in Appendix B in the Order.</u></b>



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Online permit lookup	To look up building and encroachment permits and RZRR reports, please visit <a href="http://www.cityofpacificgrove.org/building">www.cityofpacificgrove.org/building</a>
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### Planning Application Services & Phone Consultations

Service	Action
General Questions	Visit the <a href="#">Planning webpage</a> for information or email or call a planner directly. Emails and phone numbers are on the right of the Planning webpage. You may also call 831-648-3190.
Planning applications	Intake appointments will take place by phone or conference call or by limited appointments. Contact a planner by either phone or email for further instructions. Staff will instruct you on how to proceed after receiving your appointment request.
Fee Payment	Call 831-648-3190 to pay over the phone via credit card, mail to City Hall 300 Forest Ave, Pacific Grove, 93950, or <b>drop a check at the City Hall drop box located at 300 Forest Ave.</b> Please address to CDD - Planning Division and include a copy of the application/permit. Once the fee has been processed a receipt will be emailed to you.
Online permit lookup	To look up status of a planning permit, please visit <a href="http://www.cityofpacificgrove.org/planning">www.cityofpacificgrove.org/planning</a>

### Code Enforcement & Housing Services

Service	Action
For code enforcement service	Use the form on the <a href="#">Code Compliance webpage</a> and email it to the Code Compliance Officer or call 831-760-0606
For questions on housing services	Please see the <a href="#">Housing webpage</a> for resources or call 831-648-3182.

### Fire Prevention Permits/Inspections

These services are conducted by the City of Monterey [Fire Department](#) on behalf of the City of Pacific Grove. Please call 831-646-3900 for further directions.

### Short Term Rental Program

Please see the [Short-Term Rental Program](#) webpage for information.

Thank you for your understanding and compliance. This change is effective immediately.