

REMOTE PROCEDURES FOR PERMITS, PLAN REVIEW, INSPECTIONS AND CODE ENFORCEMENT DURING COVID 19

Staff is prepared to handle permits, development reviews, 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.

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

Nothing in these procedures limit the City's ability to perform necessary inspections as determined by Staff.

Because non-essential personnel must shelter in place, the City will be unable to timely respond to requests for public records, or meet other deadlines, including those under the Permit Streamlining Act. The City considers any such deadlines to be tolled during the period in which employees are required to shelter in place.

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 building@cityofpacificgrove.org or call 831-648-3191.
Permit applications	Complete the permit applications on the Building webpage and email to building@cityofpacificgrove.org
Plan Intake	Email us at building@cityofpacificgrove.org for questions and to prepare to submit plans electronically. We'll provide comments back to you remotely by phone or email as needed.
Building Inspections	Inspections will continue in compliance with <u>Social Distancing Requirements and Construction Safety Protocols</u> . Please schedule inspections by calling 831-648-3194. Alternatively, you may schedule inspections online . 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 580 Pine Ave, Pacific Grove, 93950, or drop a check at the Police Department lobby located at 580 Pine Ave between the hours of 7:00am to 11:00pm. The lobby has a secure drop box. 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	We will email you a .PDF that you can print. <u>Construction shall comply with Social Distancing Requirements and the Construction Safety Protocols listed in Appendix B in the Order.</u>

Online permit lookup	To look up building and encroachment permits and RZRR reports, please visit www.cityofpacificgrove.org/building
----------------------	--

Planning Application Services & Phone Consultations

Service	Action
General Questions	Visit the Planning webpage 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. Contact a planner by either phone or email to schedule an appointment. 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 580 Pine Ave, Pacific Grove, 93950, or drop a check at the Police Department lobby located at 580 Pine Ave between the hours of 7:00am to 11:00pm. The lobby has a secure drop box. 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 www.cityofpacificgrove.org/planning

Code Enforcement & Housing Services

Service	Action
For emergency code enforcement service	Use the submit a complaint form on the Code Compliance webpage . If after hours please call 831-760-0606.
For emergency questions on housing services	Please see the Housing webpage 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.