

INSPECTIONS/PERMITS – COVID-19 Procedures

In light of the public health emergency declaration due to the novel coronavirus (COVID-19), we are asking the public to do business with us via phone or online to the extent possible during this period.

- **The following permits can be obtained online via the Online Permit Portal on the City website. Associated payments are provided online accordingly.**

Plumbing

Roofing

Mechanical

Irrigation

Electrical

- **Permits listed below that require minimal supporting documentation, permit application and attachments may be emailed to khuntley@highlandvillage.org or aaman@highlandvillage.org**

Contractor Registrations

Fence

Accessory Structures, i.e. storage buildings, patio covers, shade structures

Windows

Retaining Walls

Signage

Foundation

- **After review and approval of the above permits, City staff will call the applicant letting them know the permit(s) have been processed. They will be instructed that payment is to be made via check and left in a designated drop box located within City Hall. Once payment is received, the approved permit will be emailed to the applicant.**
 - **If the applicant is not able to provide a check for payment, we will accommodate payment at the counter by appointment.**
- **Permit applications for the following will still be dropped off in person at City Hall, either by appointment or left in a designated location in the City Hall rotunda, as these are permits that require larger sets of plans and more supporting documentation - too large to be sent digitally. If a meeting is desired regarding the application, an appointment shall be requested.**

Commercial

New Residential

Additions

Pools

Daily Permit Inspections – As of March 19, 2020 inspections appear to be slowing down. Future inspections will be performed at staff discretion.

Emergency inspections for items such as gas and electric to where the homeowner has an immediate need for these services to be turned on will be addressed as they are currently.

Staff is asking the same Medical Emergency questions that the police dispatchers are using.

- Have you or anyone living with you traveled outside the United States within the last (3) weeks?
- Are you experiencing any flu like symptoms such as fever greater than 100 degrees, cough, sore throat, nausea, etc.