

NOTICE REGARDING PLANNING, BUILDING, AND CODE ENFORCEMENT DEPARTMENT SERVICES

Updated: 3/31/2020 *Information Subject to Change*

Due to the declared public health emergency, most in-person services will be unavailable at the Planning, Building, and Code Enforcement Department office, 1800 Francisco Boulevard, until further notice.

The City of Pacifica has deemed City services which support construction activity conducted in accordance with the San Mateo County Health Order to be an essential service which the City will continue to provide. The following service modifications have been implemented by the City of Pacifica to ensure it continues to provide support services to construction projects which may be undertaken in compliance with the updated San Mateo County Health Officer's [Order](#), dated March 31, 2020.

Please check back periodically for updates to Planning, Building, and Code Enforcement Department service availability.

BUILDING DIVISION

Service Information by Project Type

Project Type	Status under Health Order	City of Pacifica Available Building Services. <i>*See method of service delivery below table.</i>
New Residential Construction	The Order permits only affordable, income-restricted residential construction projects and certain multi-unit or mixed-use developments containing at least 10% income-restricted units to proceed. All other residential projects must be shut down and left in a safe and secure condition.	All services available for qualifying affordable projects. All other projects are limited to electronic permit submittal and plan review only. A permit cannot be issued and inspections cannot be scheduled until the Health Order is lifted.
In-progress Residential Remodels	Residential renovation projects that are currently underway may continue if necessary to provide a safe, sanitary, and functional home, but only to the extent such work cannot reasonably be delayed. If your project can be reasonably delayed, construction that is necessary to ensure that the project area is left in a safe and secure manner may also occur, but only to the extent necessary to do so.	Inspections necessary to provide a safe, sanitary, and functional home can continue. All other projects are limited to electronic permit submittal and plan review only. A permit cannot be issued and inspections cannot be scheduled until the Health Order is lifted.
New Residential Remodels	No. You must defer your residential remodel or renovation project unless it is necessary to restore your home to a safe, sanitary, and habitable space, but only to the extent such work cannot reasonably be delayed.	Electronic permit submittal and plan review only. A permit cannot be issued until the Health Order is lifted.

Commercial Construction	<p>Maybe. Commercial construction is only allowed if it is necessary for the operation, maintenance, or repair of “essential infrastructure,” or an “essential business” as those terms is defined in the Order.</p> <p>Construction that is necessary to ensure that all other current commercial projects shut down are and are left in a safe and secure manner may also occur, but only to the extent necessary to do so.</p>	<p>All services available for health care facilities, essential infrastructure, and essential business projects.</p> <p>All other projects are limited to electronic permit submittal and plan review only. A permit cannot be issued and inspections cannot be scheduled for other types of commercial projects until the Health Order is lifted.</p>
Essential Infrastructure (sewer, water, telecomm., etc.)	Yes	<p>All services. Also see the Public Works Department requirements and procedures under the Health Order. https://www.cityofpacificac.org/depts/pw/enr/default.asp</p>

Method of Service Delivery

- **Building Permit Applications:** *Building permit review will continue.* All permit applications and plan submittals must be submitted electronically at <http://greenvue.csgengr.com/pacificac2/public>.

- **Building Permit Issuance:** *Building permits are being issued for certain projects (see table).* Building permits can be issued and paid for by appointment only at the Planning Department, 1800 Francisco Blvd. To schedule an appointment, contact permittech@ci.pacificac.ca.us or (650) 738-7344.

- **Construction Sites:** *Certain projects may continue construction in compliance with the Health Order, including social distancing requirements. It is the responsibility of the property owner, contractor, job site manager, and/or foreman to ensure compliance with the Health Order and social distancing requirements. If a site is not complying with the Health Order, a scheduled inspection will not be completed and will be required to be rescheduled.* See “Building Inspections” below for more information.

- **Building Inspections:** *Certain building inspection services will continue, observing social distancing requirements (see table):*
 1. All outdoor inspections may continue.
 2. All indoor inspections of unoccupied structures may continue.
 3. All indoor inspections of occupied structures are NOT permitted unless required for structure habitability (life/safety). Real-time video inspection is possible for non-life/safety inspections in occupied structures at the discretion of the Building Official.
 4. For all types of inspections listed above, real-time video inspection is encouraged at the discretion of the Building Official.

To Schedule an inspection, including a real-time video inspection please call (650) 738-7344.

- **General Questions:** *Staff is available to answer questions via phone or email only.* To contact a

staff member, call or send an email to permittech@ci.pacifica.ca.us or (650) 738-7344.

PLANNING DIVISION

- Development Projects: *Project processing will continue.* Staff is working remotely and can assist you with your project or application. Please contact your assigned planner [via email](#) or leave a message at (650) 738-7341. Be sure to provide an email address when leaving a voicemail message.
- General Questions/Zoning Inquiries: *Staff is available to answer questions via email.* Call or send an email and someone will respond via email as soon as possible: permittech@ci.pacifica.ca.us or (650) 738-7344. Be sure to provide an email address when leaving a voicemail message. Your inquiry will be assigned to the planner on duty.

CODE ENFORCEMENT

- New Complaints: *Limited services will continue.* Code Enforcement will only be responding to complaints that pose an immediate threat to public health/safety.

All other complaints will be documented and follow-up will be performed once the Order is lifted.

- General Questions: *Staff is available to answer questions via phone or email.* Contact Code Enforcement at (650) 738-7343 or white@ci.pacifica.ca.us.

ADDITIONAL INFORMATION

Planning Staff Directory: <https://www.cityofpacifica.org/depts/planning/default.asp>

For more info on COVID-19 in San Mateo County: <https://www.smchealth.org/coronavirus>

For info on impacts to other City services/facilities: <https://www.cityofpacifica.org/about/coronavirus.asp>