

NOTICE REGARDING PLANNING, BUILDING, AND CODE ENFORCEMENT DEPARTMENT SERVICES

Updated: 4/30/2020 *Information Subject to Change*

Due to the declared public health emergency, 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 April 29, 2020. Please note that all construction projects are also required to comply with the safety protocols contained in Health Order [Appendix B-1](#) and [Appendix B-2](#) for small and large construction projects, respectively. Small and large construction projects are defined in each appendix.

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

BUILDING DIVISION

- **Building Permits:** All permit applications, plan review, and permit issuance will be conducted electronically at <http://greenvue.csgengr.com/pacifica2/public>.
- **Building Inspections:** Building inspection services will continue, observing social distancing requirements and construction site safety protocols. 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.

- **Construction Sites:** It is the responsibility of the property owner, contractor, job site manager, and/or foreman to ensure compliance with the Health Order, social distancing requirements, and job site safety protocols. **Job site safety protocols are rigorous, please review Health Order [Appendix B-1](#) and [Appendix B-2](#) very carefully.**
- **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.* Response to complaints to complaints that pose an immediate threat to public health/safety will be prioritized. All other complaints will be documented and follow-up will be performed but may be delayed until 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>