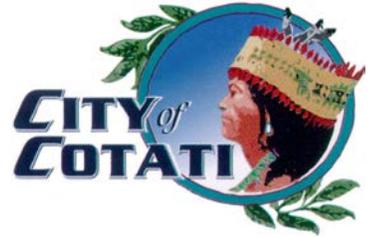


City of Cotati

Sonoma County, California



COMMUNITY DEVELOPMENT DEPARTMENT

COVID-19 | Essential Services

PLANNING ENTITLEMENT APPLICATIONS | BUILDING PERMITS & INSPECTIONS/CONSTRUCTION

In response to the Covid-19 virus pandemic, the City of Cotati has temporarily limited its operations to provide essential services and vital functions to prevent the spread of the coronavirus in our community. All City Hall offices, including the Community Development Department, are currently closed to the public. Consistent with the County of Sonoma's current Shelter-In-Place Order (May 7, 2020), essential services and functions of the City will generally be conducted in a manner that limits contact between individuals to the greatest extent possible.

While City Hall is closed in response to the current Order, Community Development staff continue to accept, process, review and inspect nearly all types of development and building permit applications, subject to certain limitations and requirements. **All provided services discussed below are subject to change and should be confirmed with City staff.**

For the full text of the current Shelter-In-Place Order, dated May 7, 2020, please visit:

<https://socoemergency.org/order-of-the-health-officer-no-19-09-shelter-in-place-extended/>

For the full text of Health Order Appendix B Construction Field Safety Requirements, please visit:

https://socoemergency.org/wp-content/uploads/2020/05/Appendix-B_05-01-2020.pdf

For current information on the coronavirus, please visit:

<https://socoemergency.org/>.

For information on coronavirus resources for City of Cotati businesses, please visit:

http://www.cotaticity.org/emergency_notification_center/doing_business_with_cotati

As of May 7, 2020, the following services are available from the City of Cotati Community Development Department.

NEW AND EXISTING PLANNING ENTITLEMENT APPLICATIONS

The City of Cotati **will be accept all new Planning Entitlement Applications (i.e. Use Permits, Design Review, Subdivisions, etc.) by appointment and as resources allow** while the County is under the current Shelter-In-Place Order (May 7, 2020). Complete applications and payment of processing deposits, as well as a preliminary review of a complete digital application package will be required prior to any application being accepted. Processing timelines and procedures are impacted by the Order's restrictions on staff and contractors, and may affect the ability of planning staff to meet typical development review timelines. However, city staff is

committed to assisting individuals and industries in investing in their properties and businesses with prompt and responsive service.

How to submit a new Planning Entitlement Application:

Contact Jon-Paul Harries at jpharries@cotaticity.org or Noah Housh at nhoush@cotaticity.org. Instructions on how to submit large plan sets and application materials, as well as how to provide payment of required fees will be provided after an initial consultation with Community Development staff.

The City of Cotati will continue processing existing Planning Entitlement Applications that were submitted prior to the current Shelter-In-Place Order (May 7, 2020). If you have an existing application in process, please contact the project planner, or Noah Housh, Community Development Director, at nhoush@cotaticity.org for questions or status updates.

BUILDING PERMITS

The City of Cotati **will accept, process, issue and inspect nearly all new Building Permit applications** as allowed under the current Shelter-In-Place Order (May 7, 2020), subject to payment of all required permitting fees upon application and full compliance with the County Health Order Appendix B, Construction Field Safety Requirements. However, certain limitations are still in place and those activities not allowed under the County Health Officer Order **will not be issued a Building Permit to start work** until updates to the Order are made which would allow the proposed project to proceed. Contact City staff for more specific information on projects that do and do not qualify, and any other questions related to building permits.

Constriction Field Safety Requirements Required for All Constriction Projects (Appendix B)
https://socoemergency.org/wp-content/uploads/2020/05/Appendix-B_05-01-2020.pdf

Generally, all construction activities on any un-occupied structure are permissible, and construction activities on the exterior of most occupied structures are permissible. Construction activities on the interior of an occupied structure are limited to the repair or construction in an occupied structure to make the structure safe, sanitary, and/or habitable, and may not involve expansion of a structure.

Such work, includes, but is not limited to, the following examples:

1. Provision of a working bathroom.
2. Provision of an operable kitchen.
3. Heating and ventilation work necessary to maintain operable systems.
4. Electrical work needed to supply electricity and to maintain a safe electrical system.
5. Plumbing work needed for use of bathroom or kitchen or to correct any hazardous plumbing conditions.
6. Painting needed to maintain clean and sanitary walls and ceilings free from mildew, mold, dampness, and vermin, and this painting work may address damage, including smoke damage.
7. Carpet or flooring replacement needed to maintain sanitary floor coverings or address damage from mildew, mold, dampness and vermin.
8. Work needed to repair weather protection of roof and exterior walls, including fixing or replacing broken windows and doors.
9. Other repair work to fix damage or address health hazards, including vector control and life safety work.
10. Construction or repair work necessary to ensure access for individuals with a disability or other physical limitations.

For questions regarding Building Permit submittal for projects that fall within the categories listed above, please contact Keri Pajon, Community Development Technician, at kpajon@cotaticity.org.

INSPECTIONS

The City of Cotati will continue to provide building permit inspections **ONLY** for those permits and construction projects previously issued a permit and/or deemed to qualify as permitted activities under the current Sonoma County Shelter-In-Place Order, dated May 7, 2020.

How to request an inspection:

Building inspections are available **Monday (9AM -12 noon), Wednesday (9AM -12noon) and Thursday (1PM - 5PM)** and may be requested through the City's **Inspection Request line at (707) 665-3632**.

REQUIRED COVID-19 INSPECTION SAFETY PROTOCOLS

- The inspector shall maintain a single point of contact for the duration of the inspection.
- The contractor must have the inspection area cleared of workers and implement social distancing protocols that maintain a 6-foot distance between all participants.
- All workers other than the specified point of contact must exit the site interior during the inspection.
- The area shall be adequately ventilated.
- The inspection will be rescheduled if anyone at the site is sick or appears to show signs of being sick upon the inspector's arrival.
- Customers who have concerns about any entry into their home may request cancelation of the inspection without penalty.
- Under extenuating circumstances and at the discretion of the inspector and with the contractor's agreement, inspections may be conducted using photography and videotelephony solutions (e.g. FaceTime, video calling or Zoom).
- Meetings inside construction trailers will be avoided.
- Inspectors shall avoid contact with any shared items on the job site, such as tools and the construction plan sets.
- Recommended hygiene practices, such as hand washing and no hand shaking, will be implemented.
- Emergencies will supersede all previously scheduled appointments and inspections. Scheduled work may be cancelled at any time by the City of Cotati.
- City staffing shortages due to illness or other means could suspend all work.
- Safety protocols shall be followed when performing all inspection types. Inspections will be canceled if the contractor is not performing the safety protocols.