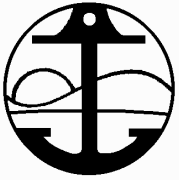


Permit Center and Inspection Services – May 4, 2020
COVID-19 Shelter-in-Place



City of Pittsburg
Community Development Department
Civic Center, Pittsburg CA 94565

Building Division Phone (925) 252-4910
Fax (925) 252-4814

Building Permit Services, Inspections and Building Code Enforcement
During COVID-19 Shelter-in-Place Order

The Permit Center is CLOSED to the public at this time and limited staff is working at separate remote locations for the day to day operation of the Building Division. Permit processing, Issuing and Electronic Plan reviews are being accepted and performed; however, review times cannot be estimated due to staffing limitations and remote locations. Please allow for some flexibility as remote intake and the new processes evolve.

Permit staff can be reached at permit@ci.pittsburg.ca.us or 925-252-4910. We will do our best to respond to inquiries within 24 hours. Inspectors can be reached at:**

**Building Division Supervisor/
Sr.Code Enforcement Officer
KC Kampton
(925) 252-4913
kkampton@ci.pittsburg.ca.us

**Sr. Combination Building Inspector
Danny Griffin
(925) 252-4041
dgriffin@ci.pittsburg.ca.us

** Building Inspector
Zach Coan
(925) 252-4164
zcoan@ci.pittsburg.ca.us

- The City is accepting, processing, and issuing all Building Permit application types.
- All applications must be submitted via email along with an attached Permit Application Form and Contractors Declaration or Home Owners Declaration to permit@ci.pittsburg.ca.us
- At this time permits fees must be paid by check made out to the City of Pittsburg - Instructions for payment will be emailed upon processing of application
- If submitting for Residential or Commercial additions or major alterations digital plans will be required for plan review. Please reference city requirements for submittal of plans to the building division. Plans that do not meet these requirements will be returned as an incomplete submittal.
- Please see below for applications and forms and direct any other questions you have to permit@ci.pittsburg.ca.us

Building Inspections Process During COVID-19 Shelter-in-Place

- The City will begin performing inspections May 4, 2020.
- Due to the expected surge in demand, inspections called in will be scheduled within the following 2 business days. We anticipate using a 48-hour window of scheduling from May 4th - May 18th with possible extensions TBD. Inspections can be requested on the Building Division Inspection hotline (925) 252-4907
- The inspections will be posted daily on the Building Divisions page under “Today’s Inspections” and this link <http://www.ci.pittsburg.ca.us/index.aspx?page=1078>
Please check to here after 8am to confirm your inspections for the day.
- At this time, due to limited resources, Solar companies will be allowed to call in a maximum of 2 separate inspections per day. Solar companies may opt to request “no host” Inspections provided plans, permit, job card and smoke/ co form is on site.

Permit Center and Inspection Services – May 4, 2020

COVID-19 Shelter-in-Place

- Inspections will be limited to exterior only or work performed in garages. The garage door shall remain fully open at all time during the inspection
- Request for interior inspections must be made via email to permit@ci.pittsburg.ca.us. Internal inspections will be performed at the discretion of the inspector.
- You are required to be present with the permit, job card and any approved plans on the job site for the inspections. If all required documents are not at the job site at the time of the inspection the inspections will not be performed.
- Please abide by all CCCH social distancing guidelines while inspection is being performed.

BUILDING CODE ENFORCEMENT

- The City is continuing to perform Limited Building Code Enforcement for fire-life-safety related items only. Reference HSC 17920.3
- Inspectors reserve the right to refuse an inspection to anyone for any reason. Inspectors will have the full support of the Building Inspections Supervisor on any decision they make, especially if related to COVID-19 virus and their health risk.
- Even while the County Health Order is in effect, a permit must be obtained prior to any construction commencing
- Any construction done without a permit will be considered new construction, subject to the inspection limitations written up and may be the subject of a complaint filed with the District Attorney's Office.
- Please see COVID-19 Construction & Permit Table.
- To report a Code violation or get more information on our Building Code Enforcement services call (925) 252-4910 or visit www.ci.pittsburg.ca.us