

# COVID-19 Prioritization and Protocols for City of Sausalito Community Development Department

Updated: March 24, 2020

To help prevent the spread of COVID-19 and out of concern for the safety of staff as well as the public, as of Monday, March 16, 2020 City Hall will be closed to the general public. Planning and Building services will shift to virtual appointments only (over the phone, email or a virtual meeting). Building inspections will continue, as staffing allows. Inspections will be virtual if possible. Inspections that require an in-person inspection will be performed with new health and safety protocols in place. Building and planning permits currently in the pipeline will continue to be processed. New building and planning permit applications and issuance of building and planning permits will be on a priority basis. All submittals will be conducted either via email or through E-TRAKiT. Staffing services are limited to “essential services,” so please be patient while the City adjusts its staffing and workload accordingly. Please note that local requirements continue to change, so please check the City webpage for updates.

<https://www.sausalito.gov/city-government/hot-topics/coronavirus-information>. This protocol sheet will be updated as protocols evolve.

## **Building Division:**

**Existing plan check submittals** will continue to resume, with new procedures for accepting all re-submittals via email and through E-TRAKiT. To initiate the process, please contact Kimii Birdon, Permit Technician [kbirdon@sausalito.gov](mailto:kbirdon@sausalito.gov) or call her at (415) 289-4144. To use E-TRAKiT visit <https://www.sausalito.gov/departments/public-works/engineering-division/etrakit>. We will be expanding our use of E-TRAKiT over the weeks to accept larger projects.

**New building permit applications** for projects that qualify as “Essential Infrastructure” and “Essential Businesses” in the March 16, 2020 Order of Marin County Health Officer or for life, safety, sanitation, emergency and/or essential operation will be accepted and prioritized. Other applications will be accepted on a case-by-case basis with consultation with the Community Development Director. To initiate the process, please fill out the permit application and e-mail the application and supporting information to Kimii Birdon, Permit Technician [kbirdon@sausalito.gov](mailto:kbirdon@sausalito.gov) or call her at (415) 289-4144. For more information on building permit submittals visit: <https://www.sausalito.gov/departments/community-development/building-division/building-permits>. To use E-TRAKiT visit <https://www.sausalito.gov/departments/public-works/engineering-division/etrakit>. We will be expanding our use of E-TRAKiT over the weeks to accept larger projects.

**Building permit inspections** will be available during Building Inspector office hours Monday-Friday for virtual inspections and Mondays and Thursdays for in-person inspections. [modified 3/24] In-person inspections will be conducted with new protocols to ensure that health and safety practices are followed and an initial screening conducted over the phone prior to scheduling the inspection. The Division is conducting virtual inspections for smaller improvements (i.e., water heaters, furnaces, roofs). To schedule an inspection visit <https://www.sausalito.gov/departments/community-development/building-division/building-inspections>.

**Building permits will be prioritized and issued** for projects that qualify as “Essential Infrastructure” and “Essential Businesses” in the March 16, 2020 Order of Marin County Health

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Officer or for life, safety, sanitation, emergency and/or essential operation. Other permits will be issued on a case-by-case basis with consultation with the Community Development Director.

## **Planning Division:**

**Existing planning applications will continue to be reviewed and processed** by planning staff, moving the projects forward to the point of a decision. Priority for action taken on projects at this point will be those that qualify as “Essential Infrastructure” and “Essential Businesses” in the March 16, 2020 Order of Marin County Health Officer or for permits related to life, safety, sanitation, emergency and/or essential operation. Action will be taken on other projects on a case-by-case basis with consultation with the Community Development Director, and the City’s ability to conduct virtual meetings for projects that require public hearings. Contact Brad Evanson, Contract Planner, at [bevanson@sausalito.gov](mailto:bevanson@sausalito.gov) or (415) 289-4129 if you’d like an update on your planning application.

**New planning applications will only be accepted for** projects that qualify as “Essential Infrastructure” and “Essential Businesses” in the March 16, 2020 Order of Marin County Health Officer or for permits related to life, safety, sanitation, emergency and/or essential operation. Applications will only be accepted electronically, by email or E-TRAKiT. To use E-TRAKiT visit <https://www.sausalito.gov/departments/public-works/engineering-division/etrakit>. We will be expanding our use of E-TRAKiT over the weeks to accept larger projects. Other projects will be accepted on a case-by-case basis with consultation with the Community Development Director. Contact Brad Evanson, Contract Planner, at [bevanson@sausalito.gov](mailto:bevanson@sausalito.gov) or (415) 289-4129 if you’d like more information.

When needed, virtual appointments only for planning issues are available (over the phone, email or a virtual meeting). For general questions Brad Evanson, Contract Planner, at [bevanson@sausalito.gov](mailto:bevanson@sausalito.gov) or (415) 289-4129, or for general zoning information, go to [www.marinmap.org](http://www.marinmap.org) and/or the Planning Divisions’ forms and resource page: <https://www.sausalito.gov/departments/community-development/planning-division/planning-forms-guidelines>

## **Code Enforcement:**

Code Enforcement staff will continue to work on current cases on a priority basis (with life/safety issues being a top priority). If a field inspection is required the Code Enforcement Officer will implement new protocols to ensure that health and safety practices are followed and if applicable an initial screening conducted over the phone prior to scheduling the inspection. If you have questions about a code enforcement case or would like to report a violation visit: <https://www.sausalito.gov/departments/community-development/planning-division/code-enforcement>.