



May 20, 2020

Dear Valued Community Development Department Customer:

We appreciate your patience during this challenging and rapidly changing time.

This memo is an update to the City of Wasco Community Development Department Operations during our current COVID-19 closure.

Our offices remain closed to the public at this time. However, we are providing full services as outlined below:

Planning project submittals:

- To make a new planning project submittal, please contact Evelyn Murillo at 661-758-7206 or vmurillo@cityofwasco.org.

Plan Check:

- All plan check services are being handled electronically.
- If you have not started a permit application yet, you may start a permit application through our on-line portal by going to www.cityofwasco.org and clicking on the permits link at the bottom of the page. Once you are there, you will select the permit type, and follow the directions to become a collaborator and apply for a permit. There is a place in the application process for you to upload your plans.
- If you have already started a permit application and need to submit plans, please send them electronically to deandreotti@cityofwasco.org and kecobb@cityofwasco.org

Permit Issuance:

- The City of Wasco Building Department **is issuing new permits**. To apply for a permit while our offices are closed please go to www.cityofwasco.org and click on the permits link at the bottom of the page. Once there you will select the permit type under "Commercial Building Permits" or "Residential Building Permits" and follow the directions to become a collaborator, and apply for a permit. You will be contacted once your application is received and reviewed and permit fees have been calculated. For questions regarding applying on-line, please contact Debra Andreotti at 661-758-7250 deandreotti@cityofwasco.org or Keri Cobb at kecobb@cityofwasco.org or 661-758-7211.

Building Inspections:

- **Inspections will be made on all open permits Monday through Thursday mornings only.** Solar inspections and other roof related inspections will be made on Tuesday and Wednesday mornings only.
- **To schedule an inspection please call 661-758-7250 or 661-699-9463.** If no one answers, please leave a message with the address, type of inspection and day you want to schedule the inspection. You will not receive a return confirmation call.
- **Safety Modifications:** For your safety and the safety of our inspectors, our inspectors will not enter any occupied structures and will be practicing social distancing. Interior inspections in occupied structures may be made remotely via digital technology. Please arrange this with your inspector in advance.
- All residential permits at occupied structures are required to provide a completed "**Installation of Smoke and Carbon Monoxide Alarms Certification**" form prior to final. Please have this form completed and ready to give to your inspector prior to calling for a final inspection. If you need a copy of this form, you may download it from our website at this location <https://www.cityofwasco.org/204/Building-Division>