



Small Town. Real Life.

To: Community Partners

Date: March 10, 2020

From: Lara Thomas, Community Development Director

RE: Community Development Department – Permit Application Submittal Process and Inspections (Covid -19 Social Distancing Procedure)

Effective March 9th City Facilities were closed to the public. In an effort to continue Development Services effective, March 10, 2020 the Community Development Department will implement ***City of Duvall Permit Application Submittal Process (Covid-19 Social Distancing Procedure)*** to protect the City of Duvall workforce:

- Permit application and materials may be submitted electronically to Melanie.Young@duvallwa.gov. Electronic submittals will be limited per our **Permit Submittal Hours and Appointments** policy that became effective March 3, 2020. Please contact Melanie Young by email for an electronic submittal appointment.
- In an effort to keep our workforce healthy you will be asked before submitting the permit if you are healthy and that you have not had any cold or flu symptoms for a minimum of 72 hours.
- Staff will check for permit application completeness within 24 hours pending staffing levels. If the permit application is complete the permit will be logged in and you will receive an email. If not complete you will receive an email to pick up the permit along with the checklist of item(s) needed for a complete permit application.
- Construction and mandatory permit Inspections for Building and Planning can be scheduled over the phone/email. Melanie Young, Permit Specialist will screen inspection requests. You will be asked if you or a team member(s) is currently showing cold/flu signs in the last 72 hours. If the answer is “**yes**” an inspection will not be scheduled.
- This process will be used until the City lifts its facility closure due to COVID-19 response.

If you have any questions please contact Melanie Young in the Building Department at 425.788.3434 or by email at Melanie.Young@duvallwa.gov.