



March 24, 2020

CITY OF LACEY PERMITTING, PLAN REVIEW AND INSPECTION SERVICES STATUS

Though the doors to City Hall may not be open, the City of Lacey Building Department is still assisting Lacey citizens and businesses. While the virus is impacting almost everything we do, the City of Lacey is making every effort to maintain all essential services, including permitting, plan review, and inspection services for the construction community.

INSPECTION SERVICES

All inspection services (building, mechanical, plumbing, electrical, fire, and stormwater) for outdoor and unoccupied construction projects are unchanged. How inspections are scheduled, when they are performed, and coordination of time-sensitive inspections will not change from normal City of Lacey protocols.

Due to the virus, we are changing one aspect of our inspection program. **City of Lacey inspection staff will not inspect any occupied residence or occupied care facility—for any kind of inspection—unless the inspection can be performed without entering the building.** Where practical in these situations, we will accept photo and/or video verification on a case-by-case basis, and only when mutually agreed upon in advance by the contractor and city inspector.

PLAN REVIEW AND PERMITTING SERVICES

We have made **temporary changes to our permit submittal process** to limit potential transmission of the virus. With Lacey City Hall closed to the public, there are **two options for permit submittals:**

- (1) submit the permit via postal mail.**
- (2) drop off the permit in person at City Hall.**

If you choose to submit in person, please call the Building Department at **(360) 491-5642** when you arrive in our parking lot, and a Permit Technician will coordinate your permit submittal at the main entry door.

Our goal is for plan review services and turn-around times to remain unchanged. In the short term, some of our staff will be working remotely, but we do not anticipate this having a major impact on our plan review process and associated services.

Please know the above temporary changes have been made in the interest of protecting our community, while providing the best possible service to everyone who conducts business with the City of Lacey. Given the evolving nature of the COVID-19 situation, as well as state and federal response directives, some of our services may be subject to additional adjustments.

Please let me know if you have questions and/or concerns regarding this matter. My direct office line is **(360) 438-2636**.

Thank you,

Wade R. Duffy
City of Lacey Building Official & Fire Marshal