



March 27, 2020

CITY OF LACEY PERMITTING, PLAN REVIEW AND INSPECTION SERVICES STATUS

At this time to help reduce the spread of the Covid 19 virus, access to City Hall is limited; however, the City of Lacey Public Works Development Review Division will still be assisting Lacey citizens, businesses, and the development community. The City of Lacey is making every effort to maintain all essential services, including permitting, plan review, and inspection services. In the interim, please follow the guidelines below to conduct business.

INSPECTION SERVICES

All inspection services remain "business as usual". **Daily inspection visits are occurring for all active projects and communication with the Development Review Division inspectors remains the same.** They can be reached by calling the inspector on their cell phone directly or through the Public Works number at **(360) 491-5600**.

PLAN REVIEW AND PERMITTING SERVICES

To limit the potential spread of the Covid 19 virus, **we have made temporary changes to our permit submittal process.** With Lacey City Hall closed to the public, **there are three options for permit or civil drawing submittals:**

- (1) Submit permits or civil drawing via mail to 420 College St SE, Lacey, WA 98503.**
- (2) Drop off the permit or civil drawings in person at City Hall (420 College Street SE).** If you choose to submit in person, **please call the Public Works counter at (360) 491-5600 to coordinate your permit submittal at the main entry door.**
- (3) For ongoing projects, submit PDF copies of the civil drawings directly to the Plan Review Engineer assigned to your project.** Plan Review Engineers have access to all computer functions when working from home.
Note: **If you are submitting a new project,** please submit PDF copies of all civil drawing submittal items (see Chapter 3 of the City of Lacey 2017 Development Guidelines for specifications) to **tstiles@ci.lacey.wa.us**.

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

Please let me know if you have questions and/or concerns regarding this matter. My direct office line is **(360) 438-2683**.

Tom Stiles

City of Lacey Development Review Engineer