

## COVID-19 UPDATE:

As COVID-19 continues to evolve, the City of Vallejo is attempting to reduce risk of spreading the virus. As a result of additional guidance from the State and Federal government, and to limit potential exposure for employees and customers, **City Hall and the Central Permit Center will be open from Monday through Thursday 10 a.m. to 2 p.m. until further notice.**

**\*\*FACE COVERING REQUIRED\*\***

For the safety of you and others, a face-covering IS REQUIRED at all times while inside City Hall. The City of Vallejo does not provide face coverings. A face covering can be anything from a mask to a scarf or a bandana, as long as your mouth and nose are covered. We appreciate your thoughtfulness to protect yourself and others while conducting your business at City Hall.

**\*\*PLEASE BRING YOUR OWN FACE COVERING\*\***

During other business hours, routine questions and inspections will still be responded to via phone or email. Applications may be submitted using one of the following options (payments must be sent using options 1 or 3.):

1. A drop box outside City Hall located at 555 Santa Clara St, Vallejo.
2. Send items via e-mail to:
  - a. [building.division@cityofvallejo.net](mailto:building.division@cityofvallejo.net)
  - b. [planning.division@cityofvallejo.net](mailto:planning.division@cityofvallejo.net)
  - c. [cpc@cityofvallejo.net](mailto:cpc@cityofvallejo.net)
3. Mail to: City of Vallejo, *Building or Planning Division*, 555 Santa Clara St, Vallejo, CA, 94590.

### **Building Division – Essential Permits**

On March 19, 2020, Governor Gavin Newsom issued Executive Order N-33-20 directing all residents to heed state public health directives. The order requires “all individuals living in the State of California to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors, as outlined at <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>” The order further provides that “When people need to leave their homes or places of residence, whether to obtain or perform the functions above, or to otherwise facilitate authorized necessary activities, they should at all times practice social distancing.”

Executive Order N-33-20 references 16 Essential Critical Infrastructure Workforce Sections as developed by CISA. Here are links to what infrastructures should be open or closed based on Executive Order N-33-20, the California Government March 20, 2020 Essential Critical Infrastructure List (<https://covid19.ca.gov/img/EssentialCriticalInfrastructureWorkers.pdf>) and the California Public Department of Public Health March 16, 2020 Guidance Memo (<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/cdph-guidance-gatherings-covid19-transmission-prevention-03-16-2020.pdf>).

**To apply for essential permits, please follow the (4) steps below:**

- 1) Submit an application/plans:

Application available here: <http://www.cityofvallejo.net/common/pages/DisplayFile.aspx?itemId=94108>

Submit via email [building.division@cityofvallejo.net](mailto:building.division@cityofvallejo.net) or

Submit electronically at the following link:

<https://www.cityofvallejo.net/cms/One.aspx?portalId=13506&pageId=16186834> or

Drop off at 200 Georgia Street or mail, per instructions below;

**2)** Drop off any plans, drawings and/or applications by using the drop box located outside 200 Georgia Street (Santa Clara street side of building). The exterior drop box contents will be retrieved at approximately 9am and 3pm weekdays for processing. Or mail application and/or plans to:

Planning and Development Services  
ATTN: Building Permit Division  
555 Santa Clara Street  
Vallejo, Ca. 94590

Once completed application and/or plans are submitted, a building staff member will contact applicant for instructions and payment invoice. A payment invoice is required to make payments for building permits or plan reviews.

**3)** Permit and plan check fees must be paid by check or money order (No Cash or Credit Card) by using the drop box located outside 200 Georgia Street (Santa Clara street side of building). The exterior drop box contents will be retrieved at approximately 9am and 3pm weekdays for processing. Or mail check or money order to:

Planning and Development Services  
ATTN: Building Permit Division  
555 Santa Clara Street  
Vallejo, Ca. 94590

Please include permit number, invoice and/or balance due sheet with check or money order payment for accurate credit to your permit application and for faster processing.

**4)** Once payment has been received a building staff member will process your application for permit via email or phone call as soon as possible.

**The City of Vallejo Building department has provided the below short list to provide guidance on which essential building permits may be issued during the shelter in place order. This list is based on Executive Order N-33-20 The following list is subject to change and exceptions may apply.**

**Residential Essential Permits include:**

***Repair or replace any of the following;***

Roof.  
Water Heater.  
Furnace and/or A/C.  
Plumbing.  
Electrical.  
Electric Service.  
Gas Service.  
Water Service.  
Kitchen.  
Bathroom.  
Laundry Room.  
Door(s) or Window(s).  
Stairs and Guard Rails.  
Other repair/replace permits - case by case basis.

***New or Addition;***

Residential Unit(s)  
ADU.  
JR ADU.  
Generator or Battery Backup Power.

**Residential Non-Essential Permits include:**

*New or replace any of the following – subject to CAO review;*

Swimming pool.  
Hot tub/Spa (except owner/builder).  
Deck (except owner/builder).  
Arbor or Trellis (except owner/builder).  
Patio Cover (except owner/builder).  
Sun Room.  
Garage or Carport.  
Solar Photovoltaic.  
Solar Water Heating.

**Commercial Essential Permits include:**

*Repair or replace any of the following;*

Roof.  
Water Heater.  
Furnace and/or A/C.  
Plumbing.  
Electrical.  
Electric Service.  
Gas Service.  
Water Service.  
Communication Systems.  
Means of Egress Components.  
Door(s) or Window(s).  
Accessibility – ADA Barrier Removal.  
Other repair/replace permits - case by case basis.

*New or Addition;*

Generator or Battery Backup Power.  
Communication Systems.  
Emergency Services Structures (All types).  
Sign(s) of essential workforce businesses.  
Business Compliance Inspections of essential workforce businesses.  
Tenant Improvement of essential workforce businesses.

## **Commercial Non-Essential Permits include:**

*New or replace any of the following – subject to CAO review;*

Sign(s) of non-essential workforce businesses.  
Business Compliance Inspections of non-essential workforce businesses.  
Tenant Improvement of non-essential workforce businesses (except ADA barrier removal).  
Swimming Pool (except ADA barrier removal).  
Hot Tub/Spa (except ADA barrier removal).  
Solar Photovoltaic.  
Solar Water Heating.

Essential project permits may be applied for, plan checked and may be issued once approved and payment has been received. Construction on essential permits may begin as soon as permit is issued.

The non-essential project permits may be applied for, plan checked and will be held by the Building Department in “ready to issue once restrictions are lifted” status. As soon as the State of California lift the <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.19.20-attested-EO-N-33-20-COVID-19-HEALTH-ORDER.pdf> order, payment may be made and permit(s) may be issued. Construction may begin as soon as permit is issued.

Please contact Building Division at 707-648-4374 for further questions. We are retrieving voice messages regularly; however, due to the volume of calls and messages, we may not be able to respond as quickly as we would like.

## **Building Division – Inspections**

Every effort will be made to accommodate all inspection requests on issued permits when scheduled following instructions included with the issued permit card or using [eTRAKIT](#). However, inspectors will be required to maintain social distancing (6 feet from all people) and wear gloves during the inspection. In some cases, the inspector may request video or photos to be supplied by the contractor/applicant at the time of inspection to verify compliance without entering a building, constricted spaces or poorly ventilated areas.

The inspection shall be canceled by the inspector or applicant prior to the inspector entering the home or business if a known person with symptoms of fever, coughing, headaches, sneezing, etc. is occupying or has occupied the structure within the last 14 days.

If a known COVID-19 carrier is sheltered at home, and an emergency inspection is required, please contact the Building Official at 707-648-4387 at least 24 hours before inspection is requested for instructions on how to proceed.

Non-essential permit holders are encouraged to postpone inspection requests until the State of California lifts the <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.19.20-attested-EO-N-33-20-COVID-19-HEALTH-ORDER.pdf> order; however, if a construction project is underway and delaying inspection activity would cause property damage or extreme financial hardship, inspections may be scheduled following instructions included with the issued permit card or using [eTRAKiT](#).

We value your business and your safety and we ask for your flexibility and patience while we make necessary changes to better serve you. Thank you for being our customer!

Steve Arnold  
City of Vallejo  
Chief Building Official