

## TOWN OF LOS ALTOS HILLS

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# Building Department

## Interim Procedures and Protocol for Application Submittals, Permit Issuance and Building Inspections

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In response to the Governor of California's shelter in place orders and to help slow the spread of COVID-19 to the maximum extent possible, the Building Department has adopted modified procedures and processes for accepting permit applications, issuing permits, and conducting inspections.

### Projects and Activities Allowed

The shelter in place order exempts critical infrastructure projects and workers, which include the following:

- Critical government workers for local jurisdictions to, among other responsibilities, ensure continuity of building and public works functions.
- Construction Workers who support the construction, operation, inspection, and maintenance of construction sites and construction projects (including housing construction).
- Workers such as plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, construction material sources, and essential operation of construction sites and construction projects.

To support the continued functionality of these projects and operations, appropriate procedures and protocol have been developed to ensure that Town staff are kept safe and healthy, and that the Town's activities are supporting the effort to slow the spread of COVID-19 to the maximum extent possible.

### Submittal Requirements

Building permit submittal requirements and other related information is available online at:  
<https://www.losaltoshills.ca.gov/292/Building-Department>

Prior to submitting an application, contact the Building Department to confirm the plans and materials to be submitted and the fee amount. Building staff can be reached at:  
(650) 947-2501 or [building@losaltoshills.ca.gov](mailto:building@losaltoshills.ca.gov)

### Accepting Plans and Documents, and Permit Issuance

In order to support the submittal of permit applications, resubmittal of permit application materials, and the issuance of permits to support the projects outlined above, the Town is focusing on the submission of electronic plans and materials and online payment of fees, to the greatest extent feasible. When the submittal of hardcopy plans and other outside materials is necessary and when job copy plans and permits need to be issued, the following protocol will be followed:

- All incoming documents/plans can be left in the labeled drop box adjacent to the front door of Town Hall.
- Since the COVID-19 virus can survive on cardboard for approximately 24 hours, Town staff will quarantine all incoming documents for a **minimum** 24-hour period.

- Payments, if required, can be made by completing a Credit Card Authorization Form and returning it via email for processing. If the payment amount exceeds the limit for a credit card, a check can be brought to Town Hall and placed in the secured and labeled drop box adjacent to the front door of Town Hall.
- Once payments have been made for new permits, the Building Tech will call/email the applicant after the permit is prepared. Regular issuance times apply. (9:00-11:00am and 2:00-4:00pm)
- Applicants can call or knock on the door and the Job Card (and other documents) will be placed outside in a bin labeled, "Pick Up."
- Applicants must bring their own pen to sign documents before leaving them in our drop off bins.
- Town staff will quarantine all signed documents for a minimum 24-hour period before processing.

### **Building Inspection Protocol**

To minimize exposure and maintain the health and safety of Town staff, residents, and workers, adherence to the following protocol is required. Failure to abide by these requirements will result in the cancelation of the inspection.

- Avoid physical contact with other individuals (no handshakes or elbow bumps) and maintain a distance of at least six (6) feet while on a job site.
- If review of the job copy set of plans is required, the job site contact shall turn pages for the inspector.
- An inspector will not enter a residence that is still occupied or a confined space. If this is required to complete an inspection, please disclose this information when scheduling the inspection and the Town will consider alternative means and methods to complete inspection, such as:
  - Connecting with an individual inside of the residence for a video conference to allow for visuals of area/elements that require inspection; and
  - The Town will consider opportunities where a self-certification may be appropriate and consistent with Building Code requirements.
- If it is necessary to enter an occupied residence or a confined space to complete an inspection and alternative means and methods are not available, the situation will be evaluated on a case-by-case basis by the Planning Director to determine if the inspection is feasible.

### **Maintenance of Active Job Sites**

While the Town is allowing construction activities to proceed as outlined above, it is imperative that all workers and job sites be maintained and operated in a way that is consistent with all applicable guidelines and requirements from the Center for Disease Control (CDC), the State of California, and the Santa Clara County Health Officer. Failure to adhere to these requirements will result in the job site being shut down until appropriate measures are taken to bring the site into compliance.

**Note:** *These interim procedures and protocol are subject to change or cancelation at any time by the Planning Director or City Manager.*