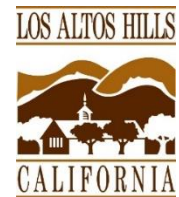


TOWN OF LOS ALTOS HILLS

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

In response to Santa Clara County's shelter in place Order issued on March 31, 2020, and to help slow the spread of COVID-19 to the maximum extent possible, the Planning and Building Departments have adopted modified procedures and processes for accepting applications, issuing permits, and conducting inspections.

Submittal Requirements

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

Planning application submittal requirements and other related information is available online at: <https://www.losaltoshills.ca.gov/180/Planning-Documents>

Prior to submitting an application, contact Planning or Building Staff to confirm the plans and materials to be submitted and the application fee amount. Fee amounts for Building Permits vary and depend on the complexity of the project. These fees will be calculated upon permit submittal. The Building Dept Fee Schedule is available online under [Building Documents and Application Forms](#).

Building staff can be reached at: (650) 947-2501 or building@losaltoshills.ca.gov
Planning staff can be reached at: (650) 941-7222 or planning@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. (9-11am and 2-4pm).
- 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.

Note: *Building Permits will only be issued for building and construction activities that are exempt from the County's Shelter in Place Order.*

Building and Planning 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

The Town is allowing construction activities to proceed as permitted by the Santa Clara County Shelter in Place Order. For building and construction activities that are allowed under the Order, all workers and job sites must be maintained and operated as required under the County's Social Distancing Protocol and COVID-19 Construction Field Safety Guidelines. Failure to adhere to the Protocol and Guidelines 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.*