



# **NOTICE REGARDING CITY OF LAKEPORT COMMUNITY DEVELOPMENT DEPARTMENT SERVICES**

**Updated May 18, 2020**

**Dear Community Members:**

**City Hall remains closed to the public to reduce the possibility of spread of COVID-19; however, Staff are available to assist by phone and /or email during normal business hours Monday through Thursday 8AM – 5:30PM. Our public assistance counter will be closed to the public; however, Staff are available to assist by phone and/or email.**

**We are committed to providing you with excellent and essential services.**

## **Building Division**

- Building inspections continue for all projects. Social distancing policies will be observed while inspectors are in the field.

To schedule a building inspection, please call (707) 263-5614 x 205.

- The Building Inspector/Building Official will be available for public assistance via telephone, and when needed, teleconference: (707)263-5615 x 202.
- Card Payments for building permits will be coordinated via phone with staff; customers can also mail in payments.
- Plan submittals for smaller projects- residential remodels, etc. where a full plan submittal is not needed: plans and applications will be accepted electronically via email: [bsharp@cityoflakeport.com](mailto:bsharp@cityoflakeport.com)
- Plan submittals for larger projects- commercial and larger residential projects where full plan submittals are needed, plans and applications will be accepted via mail:

Ship to: 255 Park Street, Lakeport CA 95453 or by drop off during regular business hours.

## **Procedure:**

1. Customer approaches office at City Hall and pushes the intercom button, requesting to deliver plan sets and a building permit application/plan submittal.

2. City staff member communicates with customer. For plan submittals to be accepted by the City via the drop box, the **package must include** all of the following:

- Completed and signed permit application. CDWMP Form (if applicable). Any applicable supplementary forms.
- Submittals must be bound together so as not to get separated (In a shipping bag, box, or held together by rubber band). No loose-leaf plans will be accepted.

3. Customer drops package into drop box if it is small – standard 8.5x11pages no more than 1 inch thick. If the submittal is large, please call ahead and staff will meet you at the Second Street entrance. You may also mail application with submittal documents.

4. A Building Division staff member will contact you to confirm receipt and arrange for payment.

### **Planning Division**

For Planning and zoning inquiries via phone and email, please contact Daniel Chance at (707)263-5615 x 203 or [dchance@cityoflakeport.com](mailto:dchance@cityoflakeport.com)

### **Business Licensing Division**

Business Licensing application information can be found on our website:

[https://www.cityoflakeport.com/community\\_development/business\\_licenses/index.php](https://www.cityoflakeport.com/community_development/business_licenses/index.php)

Annual and One-time Business License payments can be mailed in with application, or over the phone with our staff member. For any additional questions and email submittals, contact Linda Sobieraj at (707)263-5615 x 204 or [lsobieraj@cityoflakeport.com](mailto:lsobieraj@cityoflakeport.com)

### **Code Enforcement Division**

For Code Enforcement complaints, you can find the On-line Complaint form on our website:

[https://www.cityoflakeport.com/community\\_development/code\\_enforcement/complaint\\_process.php](https://www.cityoflakeport.com/community_development/code_enforcement/complaint_process.php)

If you have any additional Code Enforcement questions or concerns, contact Bonne Sharp at (707)263-5615 x 205 or [bsharp@cityoflakeport.com](mailto:bsharp@cityoflakeport.com)