

23 March 2020

In response to the COVID-19 pandemic, Community Development is closed until further notice, implementing the following processes in order to protect the health and safety of the public and our staff.

Commercial Projects:

A drop-off location will be set up outside City Hall for the submittal of new, large-format plan sets; re-submittals (disc/thumb drive and/or physical plan sets); and final plan submittals.

You must make an appointment with Heidi Varney (208-457-3379 or hvarney@postfallsidaho.org) to schedule these drop-offs. Drop off times will be limited to Monday, Wednesday and Friday at 9:00am.

All payments submitted via check must be done so either by mail, or by dropping your payment in a sealed envelope into the utility payment box outside City Hall. For either option, the envelope must be clearly marked with **Attn: Building Department and the permit number, address, or name of project.**

Small Tenant Improvements and all trade permits must be submitted online. If you do not have a portal account, please contact Heidi Varney to help you get set up.

Issued permits, signed by the City, will be emailed to the main contact we have on file. A copy of the permits will go with the inspection card and final plans to the jobsite with our inspectors at time of first inspection.

Residential Projects:

No signatures from the City will be required on the plan sets. You must sign in the designated space.

All payments submitted via check must be done so either by mail, or by dropping your payment in a sealed envelope into the utility payment box outside City Hall. For either option, the envelope must be clearly marked with **Attn: Building Department and the permit number or address.** Please include signed Utility Agreement forms in your payment envelope.

Issued permits, signed by the City, will be emailed to the main contact we have on file. A copy of the permits will go with the inspection card to the jobsite with our inspectors at time of first inspection.

All trade permits, new SFR and Mechanical plans, decks, basement finishes, etc. must be submitted online. If you do not have a portal account, please contact Heidi Varney to help you get set up.

Any deviation from these processes will be considered on a case-by-case basis by the Building Official.

Respectfully,

A handwritten signature in black ink, appearing to read 'Justin Miller', with a long horizontal flourish extending to the right.

Justin Miller, CBO

jmiller@postfallsidaho.org

(208) 457-3348