

BUILDING DEPARTMENT OFFICE CLOSED UNTIL FURTHER NOTICE

Your health and safety along with our employees, is our top priority as the impact of the COVID-19 continues to be felt around the world. Because of this we have made changes to the Building Departments operations. Please be aware the following information is subject to change, as the situation is fluid and constantly evolving. We will continue to keep you updated with the most current information.

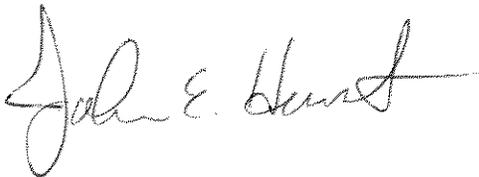
Effective April 2, 2020 the Building Department's office will be closed and the staff will be teleworking **until further notice**. Please adhere to the following instructions when applying for permits, re-occupancy (POS) inspections, and inspections for permitted work.

- We will accept applications and payments via UPS, Fed Ex, USPS.
- You may also leave paperwork/fees (check's only) in the (green) mailbox outside of the Building Departments front door.
- To contact building department staff please call **216-433-7412**, please leave a detailed message to include who you are contacting, your contact name, contact phone number and what the call is concerning.

PROCESS FOR SCHEDULING INSPECTIONS

To schedule inspections please call the Building Department at **216-433-7412** and leave a voicemail with the following pertinent information:

- Date Inspection is being requested for/Address of property/Type of inspection/Permit number/Contact name/Contact phone number.
- Inspections will be conducted Monday through Friday. However electrical inspections will be scheduled for Monday, Wednesday and Friday, only.



John E. Hurst
Chief Building Official