



COVID-19 Updates

State & Local Government Community Development Services Update

As we all deal with the COVID-19 crisis, the Council for Quality Growth will inform our members on any modifications to local government's community development services. Below is a listing of updates on local governments' community development services (i.e. submission of plans, plan review, inspection services, planning, zoning and variance hearings etc.)

*If you have a specific question about a city or county, contact **Senior Policy Analyst, Kimberly Steele, at KS@CouncilforQualityGrowth.org**.*

State

I. **Governor Brian Kemp Issued Statewide Shelter-In-Place Executive Order**

On Wednesday, April 8, 2020, Governor Brian P. Kemp extended the state's public emergency through May 13, 2020 to combat the spread of COVID-19. Also, Governor Kemp extend the state's shelter-in-place order through the until April 30, 2020 . Both the public state of emergency and statewide shelter-in-place order was set to expire on Monday, April 13th.

The Governor's Executive Order incorporates the Department of Homeland Security guidance regarding "essential critical infrastructure workers." It appears that our members can conduct in-person operations while taking measures to mitigate the exposure and spread of COVID-19. Also, the **state order appears "to supersede all local ordinances to the extent that they conflict and state that no local ordinance can be more restrictive or less restrictive."**

For further details, please refer to the documents linked below.

- [Executive Order](#)
- [Statewide Shelter-in-Place Guidance and FAQ Handout](#)
 - [Source: Office of Governor Brian Kemp](#)
- [U.S. Homeland Security's CISA Essential Infrastructure Guidelines](#)

The Council for Quality will continue to study the implications of this Executive Order. If you have any questions, please email Senior Policy Analyst, Kimberly Steele, at ks@councilforqualitygrowth.org.

II. **Governor Brian Kemp Issued Executive Order for Development Industry**

Due to the COVID-19 crisis, a few cities and counties have limited staffing and increased inspection services wait times. Governor Kemp has ordered that owners/developers can **IMMEDIATELY** utilize the services of a licensed, well-qualified professional to provide plan review or building inspection services while paying a scaled fee to the city or county. The Council for Quality Growth applauds Governor Kemp for reducing regulation to allow for more efficient delivery of inspection services related to building and construction.

To read the entire Executive Order, click [HERE](#).

To read about the procedures of the Private Permitting Review & Inspection Act, [CLICK HERE](#).

Cities

III. City of Atlanta

DEPARTMENT OF CITY PLANNING COVID-19 RESPONSE

OPERATIONAL STATUS UPDATE

INFORMATION IS CHANGING RAPIDLY. PLEASE CHECK ATLANTA.GOV FOR UPDATES AND CURRENT ADVISORIES

CITY HALL IS CLOSED

CANCELLED UPCOMING PUBLIC MEETINGS

- Tree Conservation Commission (March)
- Board of Zoning Appeals (April)
- Urban Design Commission (March)
- Zoning Review Board (April)

UPDATES ON PERMITTING PROCEDURES

Submission of new plans is temporarily suspended for all offices. We are working to phase back in our operations and address the specific needs of each project. This is being done as we implement remote working and social distancing to limit the spread of COVID-19.

This does not apply to applications currently accepted through Accela Citizen Access, by email or by phone which are referenced in this update.

We will be moving our operations to **electronic submission**, routing, review, and approval as quickly as possible.

In the meantime...

All fees invoiced by DCP are now **payable online**.

Certificate of Occupancy or Certificate of Completions will be emailed to applicants upon request and confirmation of all final project approvals.

For all paper-based projects currently in the review process, we are assessing all options to initiate, continue, and hand off approvals (both internally and externally) given the closure of City Hall. Please understand there may be a delay while we transition to a remote environment for these projects. Until further notice, **pickup of approved permits and plans is on hold** until we can determine the best, safest method of transfer.

Where revisions are required, we will accept those digitally via the associated plan review email address (many listed on next page). Please note: City email can currently only accept files smaller than 25mb. We are actively coordinating with our IT department, AIM, to implement a way to accommodate larger files.

ONLINE PERMITTING OPTIONS

As a reminder, the following applications can be applied for today in Accela Citizens Access, by email, or over the phone. All applications are available online and can be filled out digitally. City email can accept files up to 25mb. We're looking into other options to accommodate larger files.

via Accela Citizens Access
www.aca3.accela.com/ATLANTA_GA

- Arborist: Dead, Dying or Hazardous, Complaint
- Building Code Complaints
- Trades (MEP)
- Fire Sprinkler (with mailed-in plans)
- Temporary Noise Variance
- Concept Review Committee

via Email

- Arborist Complaints and Illegal Activity: arborist.dpcd@atlantaga.gov
- Arborist appeals: treeappeal@atlantaga.gov
- Requests for Address: addressing@atlantaga.gov
- Zoning Verification Letters: zoningverification@atlantaga.gov

A PHASED APPROACH TO RESTORING OPERATIONS

Here's how we are working on phasing our current operations. Phase 1 would be the quickest to become available with Phases 2 and 3 to follow. Stay tuned for more details.

PHASE 1: AVAILABLE FIRST	PHASE 2: AVAILABLE NEXT	PHASE 3: AVAILABLE THIRDP
Express permits Sign permits Outdoor Events UDC: All staff-reviewed	All residential permits Subdivisions: Consolidation, Replats, Zero Lot Lines, Lot of Record BZA: Appeal, Special Exceptions, Variances SAP: Signage, Revisions of previously approved SAPs, special or outdoor events, vending on private property ZRB: Rezoning, Special Use, CDP, MRPA, Special Permit Arborist: Landscape Plan Review Fire Underground Site Development	SAP: Bellline, cell tower, GQL, SPI Subdivisions: Lot Split, Plan Development UDC: Committee reviewed Commercial: Additions (over 5Ksqft, larger files), Land Development, Structural All Multi-family Alterations involving fire assembly, site, and grease traps

Check our homepage for more updates: www.bit.ly/dcpplanning @dcpplanning on Instagram and Twitter

WASH YOUR HANDS. STAY HOME. STAY SAFE. ATLANTA LOVES YOU. Department of CITY PLANNING

CHECK IN WITH YOUR NETWORK AND NEIGHBORS. WE'RE ALL IN THIS TOGETHER, ATLANTA. DEPT. OF CITY PLANNING COVID-19 RESPONSE

Update on Permitting

On Monday, April 6th, the City of Atlanta has launched a new process for zoning and permit applications. The City of Atlanta has been working over the last two weeks to shift these processes to online, electronic submittals. To learn about the new procedures for obtaining permits of all types, click [here](#).

Update on Inspections

Regarding inspections, the City of Atlanta now has a private 3rd party inspection program. You can read the instructions here: [3rd Party Inspections overview](#). Due to the Governor's Order, the City of Atlanta can accept 3rd Party Inspections for high rise buildings.

Also, the City of Atlanta launched a video inspection program which will be an option for some inspections. For instructions on video inspections, click [here](#).

Additionally, the arborist division has begun to accept remote inspections for pre-demolition inspections” and “final arborist inspections”. Find out information about this process [here](#).

IV. City of Alpharetta

The City of Alpharetta is closed to the public until April 12, and many employees are working remotely. They are still reviewing all plans submitted through E-plan Solutions. Inspections will also continue to take place. Public hearings have been canceled through April 12. The Planning Department is answering calls and accepting payment for permits by phone and issuing permits via email. All council public hearings, meetings and city boards, committees, and commissions of the City are suspended and postponed for 30 days. Visit their website for more information: [Alpharetta website](#).

V. City of Acworth

The Community Development Offices are available by phone from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. each day. The City of Acworth requests that an individual call before attempting to go to City Hall. If an in-person transaction is required, arrangements will need to be made in advance to get inside City Hall, as it is closed to customers at this time. Forms can be downloaded [here](#) in advance.

VI. City of Ball Ground

The City of Ball Ground is closed to the public until further notice. Please submit by all applications and plans by email. Building permit request can be emailed to Kweaver@cityofballground.com. After the permit request is received and reviewed, staff will provide the applicant with the applicable fees. Development plans can be submitted to ewilmarth@cityofballground.com, sent via mail, FedEx, UPS, etc., Staff will provide the standard review and contact applicant with any comments/revisions via email.

Zoning applications will be accepted and reviewed, and comments provided during this time. Please note all public hearings and meetings are suspended until further notice.

If you have any questions, please don't hesitate to contact me at 770-893-8152.

VII. City of Berkley Lake

Berkley Lake City Hall is closed to walk-in visitors at least until March 30. City staff are available during regular hours to conduct business remotely by telephone and email. Please call (770) 368-9484 or go to berkeleylake.com for additional information. Business that must be

conducted in-person will be by appointment only. <https://www.berkeley-lake.com/>

VIII. City of Brookhaven

During the closure of city hall and establishment of remote work procedures, the Department of Community Development will implement the following “no contact” inspections protocols for the protection of its team members and the public at-large.

GENERAL “NO-CONTACT” PROTOCOLS

- All inspection types will commence on Wednesday, March 18, 2020.
- Inspectors will ensure that the public at-large is not on site while inspections are being conducted and/or that a distance of six (6) feet is maintained between themselves and contractors during the inspections.
- Plan review and inspection results will be logged into the system from within each inspector’s assigned vehicles.

BUILDING AND EROSION CONTROL INSPECTIONS

- Interior inspections of single-family residential projects by building inspectors will not be completed as the resident is required to be present.
 - Applicants will be required to provide photographs of the initial erosion control installation to the assigned land development inspector and hold pre-construction meetings over the phone.
 - For less frequent building inspections such as those performed by the Fire Marshal’s Office, inspections will be conducted every other day or when there are enough inspections to complete in a single day.
 - Erosion control inspections where it is determined that the Land Development Inspector must leave his vehicle will follow the general “no-contact” protocols listed above.
- OTHER LAND DEVELOPMENT INSPECTIONS**
- For development storm installation, contractors will be required to provide photographs along with storm structure numbers to the assigned land development inspector.
 - If photographs are sufficient, inspections may be passed electronically.
 - Land development inspectors will complete windshield inspections of all roadways under construction and construction sites to be sure there are no public safety hazards.
 - All other land development inspections will follow the general “no-contact” protocols listed above.

CODE VIOLATION INSPECTIONS

- Code violation inspections will be on a complaint-basis only
- Code Enforcement Officers will conduct as many inspections from within their vehicles as possible.
- For inspections where it is determined that physically walking the site is needed, the general “no-contact” protocols listed above will be followed.

The City switched to electronic permitting and plan review about 18 months ago, so that portion of their operations have not changed with this event. Click [here](#) to submit electronic applications and plans, make payments, schedule inspections, and track the status of projects

Should you have any additional questions or concerns, please contact the department at (404)637-0532.

IX. City of Canton

The City of Canton has closed City Hall to the public until March 27th. The City is encouraging online and/or email submittals for all applications and plans. April Planning Commission and Board of Zoning Appeals meetings may be cancelled. A final determination has not been made at this time.

X. City of Chamblee

The Planning & Development Department is operational. Building inspectors, land development inspectors and code enforcement officers continue to work as before. All other staff members are working remotely. They can accept all applications and inspection requests electronically. Currently, the Planning and Development Department is unable to accept phone calls. Instead, they ask individuals to communicate via email by contacting chambleedevelopment@chambleega.gov. If a call is necessary, staff will create a teleconference upon request.

If you need to meet with city staff, you may contact staff members directly or make an appointment through info@chambleega.gov. The City offers conference calls and video calls as an option. If you need to meet with Police department staff, please contact Julie Shrader at (470)395-2479 or email her at jshrader@chambleega.gov.

City staff will not meet with individuals who have symptoms of the seasonal flu or Coronavirus.

All other Municipal Court Sessions scheduled for the remainder of March and April will be rescheduled. Individuals who are scheduled for these sessions will receive further instructions by mail.

City Council, Downtown Development and other City Commissions and committees will go on as planned. You may watch City Council meetings online the day after the meeting on the city's YouTube Channel, Our Chamblee. The city is reviewing options for live streaming these meetings at a future time.

XI. City of Chattahoochee Hills

The City of Chattahoochee Hills has discontinued all in-person services indefinitely as of

Tuesday, March 17, 2020. This includes all non-essential business activities. Essential employees, including fire, police, and public works personnel, will report to work as normal. Other essential City functions (like building and business permitting, etc.) will be handled on an as-needed basis by appointment only – please dial (770)463-8881 for an appointment. The City has instituted a telecommute policy for all other employees.

XII. City of Clarkston

City of Clarkston offices at City Hall (3921 Church St) and at City Hall Annex (1055 Rowland St), as of the week of Monday, March 16, are closed to the public until further notice.

Please visit their website at www.clarkstonga.gov for City services information, accessing applications, and/or contacting specific departments or City staff via email or phone.

City Staff will be working remotely and will respond to all inquiries within 24 hours.

All scheduled City public meetings, events, and activities are cancelled or postponed (rescheduled) beginning Monday, March 16 through Sunday, April 12, including, but not limited to:

Tue, March 31, Council Work Session – items rescheduled to April 28 Council Work Session

Tue, April 7, Council Meeting - rescheduled to May 5 Council Meeting

XIII. City of Cumming

The City of Cumming has extended the period of closure of all City-owned and operated facilities to the public through April 10, 2020. City employees will still report to work whenever possible and will conduct City business via telephone and email. For a list of all City of Cumming contact information, click [here](#). All departments will remain staffed and operational, but public access to City buildings will be restricted to necessary in-person meetings.

XIV. City of Decatur

The City of Decatur is committed to providing limited permitting and inspection services during the COVID-19 pandemic. Currently, we will continue to inspect projects with active permits.

However, starting on March 30, 2020 after plan drop off 10AM-12PM, Design, Environment, & Construction Division will stop accepting new projects into the design and planning process so that we can conserve resources and properly oversee projects currently under construction. For clarity, a complete summary has been provided below.

The City of Decatur will continue to monitor the COVID-19 emergency and will refine our policy if conditions require a change. Services are subject to change on short notice during the COVID-19 emergency. Watch for updates on our website at <https://www.decaturga.com/dec>

Please remember, all personnel on construction sites must adhere to mandatory social distancing requirements. If personnel on a construction site cannot maintain 6 feet of social distancing for workers, inspectors, and others, it must shut down.

SERVICE CHANGES

- DEC will maintain all services for projects with active permits but will not be accepting new permit applications as listed below:
 1. No new non-emergency building permits,
 2. No new land disturbance permits including soil erosion and sediment control plan review,
 3. No new demolition permits, and
 4. No new tree removal permits.
- Plumbing permits, HVAC permits, and electrical permits will be administered as usual. Please contact staff at 404-377-6198 or email Kathryn.Snow@decaturga.com or Andrew.Burnette@decaturga.com.
- Right of way permits will be administered as usual. Please contact staff at 404-377-6198 or email Kathryn.Snow@decaturga.com or Andrew.Burnette@decaturga.com.
- Revisions to plans that have already been submitted shall be administered as usual.
- Planning and Zoning services (i.e., conditional use permits, subdivision review, certificates of appropriateness, zoning certification letters, etc. will be administered as usual. If there are questions, please contact Ryan Sellers, Senior Planner, at Ryan.Sellers@decaturga.com
- Inspections will be handled as usual by online requests only at: <https://www.decaturga.com/inspections>.

HOW TO SUBMIT PLANS

For now, plan and document submittal will be carried out using the drop-off and pick-up boxes in the vestibule at the front of the Leveritt Public Works Building (2635 Talley Street, Decatur, GA 30030) Monday-Friday from 10AM-12PM only. For questions, please contact DEC staff at 404-377-6198 or email Kathryn.Snow@decaturga.com or Andrew.Burnette@decaturga.com.

AS BUILT PLAN SUBMITTAL

Plans can be emailed to Andrea.Hedgebeth@decaturga.com

GETTING ANSWERS TO BUILDING, ENGINEERING, AND TREE QUESTIONS:

For all questions, please contact staff directly to arrange a phone call or teleconference.

Jennings.Bell@decaturga.com, 678-300-4070, (engineering)
Kay.Evanovich@decaturga.com, 770-686-6279 (trees)
ABrumbalow@safebuilt.com, 772-233-6361 (building)

ALL OTHER QUESTIONS

Call 404.377.6198

John Maximuk, Director, DEC

(678)553-6570 or John.Maximuk@decaturga.com

XV. City of Doraville

Doraville City Hall is closed to the public. Most city staff are working from home through the end of March, reachable by phone or email.

Permits: To submit any building, sign, tree or trade permit, please print the application from their [website](#). Once completed, submit the form via email to permits@doravillega.us. Include the property address in the subject line, as well as any pictures, site plans or notarized documents that may be needed.

If you have questions or are unsure of what is needed, refer to the appropriate checklist ([permit](#), [residential construction](#), [commercial construction](#) or [commercial renovation/addition](#)) or email permit tech Armani Skrine at permits@doravillega.us. Turnaround time for permits is 10 business days. Once your permit is approved, you will be emailed an invoice with a link to make payment.

XVI. City of Douglasville

The City of Douglasville enacted a temporary moratorium which prohibits the filing of applications seeking zoning, rezoning, annexation, special land permits and development plan approvals until May 31, 2020. All meetings of the Douglasville Planning Commission are cancelled until the regular meeting of June 2, 2020. All UDO applications for permits and other approvals must be filed electronically after May 31, 2020.

XVII. City of Dunwoody

Upcoming planning, zoning and variance cases have been deferred until May. This applies to cases before the City Council, Planning Commission and Zoning Board of Appeals. All public hearings will be re-advertised.

XVIII. City of Duluth

Duluth Planning and Development will be staffed with limited employees from 8a.m. – 4p.m. but is closed to the public until further notice. A limited staff will be available during normal

business hours to answer questions by phone at (770)476-1790.

https://www.duluthga.net/departments/planning_and_development/index.php

As of now, all meetings in March are canceled. The City will decide on April as they approach that month.

A. Applying for Permits

All permit applications must be applied for through email at permits@duluthga.net. Permits can be found by clicking the “Permits & Applications” link above. Plans can be uploaded onto the City’s sharefile at the following link: <https://duluthga.sharefile.com/r-rf0cfaf9a0f84e41a>. After receiving a complete application, staff will respond to the applicant with the permit number, comments and applicable fees.

B. Paying permit fees

After the permit is received and reviewed, staff will provide the applicant with the applicable fees. Fees may be mailed in to City Hall or paid online by using the following link to pay for your permit: <https://duluthga.demositegw.com/start.html>.

The above link will direct you to the Online Payment website. For permit fees, click on the “Planning Activity” option. Once routed to the “Planning Activity” page, type in the amount due in the “Price” box and click “Add to Cart.” You must fill in the Contractor’s Name, Project Address and Permit Number. Once all of the fields are filled in, click on “Add to Cart.” Click on “View Cart.” Click on “Checkout.” Fill in the applicable payment information and click “Process \$ Payment.”

C. Requesting an Inspection

The City will continue to perform inspections in a variety of ways. When feasible, inspections will be conducted through photo, video or video chat (FaceTime, Skype, etc.) to limit exposure to potentially unsafe situations. While interacting with the public, inspectors are being asked to maintain the Centers for Disease Control recommended distance of six feet from people as much as is practical and, when needed, will be using face and eye protection.

Inspection requests are still to be made using the Inspection Request Line at (770)497-5333. The Building Official will contact you to schedule the inspection, make a determination on whether the inspection will be done through digital means or in-person, and provide instructions on how to conduct the digital inspection or prepare for an on-site inspection.

XIX. City of East Point

The City of East Point is closed to the public until further notice.

Planning & Community Development Department (Current Operations)

- Business license renewal payments and stand-alone trade permit payments will be accepted **by mail only**.
- Building Inspection requests are being taken via email and they are keeping track of them as they come. They are unable to conduct inspections currently. You are encouraged to reach out to the inspection division by phone and email as they are available during the following work hours: 7a.m.- 4.p.m Monday through Friday.
- Plan submittals that require a plan review will be postponed until April.
- All submittals of zoning related applications will also be postponed until April.

XX. City of Fairburn

Fairburn City Hall is closed to the public until further notice, however, city officials are still providing services to our citizens and customers during this challenging period.

Regarding Community Development Services, the process depends on the type of permit(s) or plan(s) the applicant would like to apply for or submit.

To pull a trade permit and/or submit building plans, the applicant can make an appointment with Maiico Singleton, Permit Clerk, by phone at (770)964-2244 ext. 401 or email: msingleton@fairburn.com.

The public is not allowed in the building, but Maiico will meet customers at the door to collect the permits, plans and permit fees.

To submit construction plans for Clearing & Grading or Land Disturbance Permits, applicants can FedEx/UPS/USPS the plans and plan review fees to 56 Malone Street S.W., Fairburn, GA 30213, to the attention of the Community Development Department.

Applications for Right-of-Way Encroachment Permits are to be done electronically. The applications are located on their website and should be emailed to Marceia Lindley at mlindley@fairburn.com.

XXI. City of Holly Springs

The City is encouraging all customers to use phone or online services. If business is able to be conducted by email, please send a message to admin@hollyspringsga.us and the request will be promptly routed to the appropriate department. If you need to make a payment for permits, taxes, or applications, please call (770)345-5536 to make a payment by phone. All plan, permit, and application submittals may now be submitted online at www.hollyspringsga.us under the

E-Gov Services tab.

XXII. City of Johns Creek

Effective March 23, 2020, the City of Johns Creek Community Development Department is accepting permit applications by email due to COVID-19 and the City Hall closure.

Email the application to the appropriate division:

- Planning & Zoning review applications to PandZ@johnscreekgga.gov
 - P&Z permits can be found [here](#)
- Building Permit applications to building.permits2@johnscreekgga.gov
 - Building permits can be found [here](#)
- Land Disturbance Permit applications to landdevelopment@johnscreekgga.gov
 - Development permits can be found [here](#)

*Please upload all plans to the City's ShareFile: [Here](#)

Document upload requirements:

- Provide uniform filename convention [address_owner/tenant name_permit type (P&Z; Building; or Development)]
- Electronic plan set (PDF) shall be no larger than 11"x17" and no smaller than 8.5" x 11"
- CAD files will not be accepted

Upon review and confirmation of the completeness of the application, staff will respond with the permit number, comments (if applicable) and applicable fees.

Payment of permit fees:

Once the permit application is received, reviewed, and confirmed to be complete by staff, the applicant will be provided with the applicable fee information. Checks may be dropped-off at City Hall or a [credit card authorization form](#) may be submitted electronically.

- When opting to drop-off payment, please direct your check (no cash will be accepted) to the payment counter located immediately on the right-hand side entering City Hall
- To avoid processing delays, please reference the applicable permit number and address on the check

Inspections:

The City will continue to provide building and land inspections within 48 business hours upon receiving an inspection request. To schedule an inspection, call the Inspections Hotline at **(678)512-**

3330 or use the [JC Now app](#). Please note that daily inspection load may impact response times due to limitation of available personnel.

XXIII. City of Lawrenceville

The Planning Commission is still planning to hold their April 6th meeting.

XXIV. City of Lilburn

Lilburn City Hall and other City Administrative Offices are temporarily closed to the general public until further notice.

Permits and Inspections:

- Land disturbance, site development, building and trades permits will continue to be issued. Permit applications are available [online](#). Completed permit applications with checks to pay applicable fees should be mailed to: The City of Lilburn, Attn: Planning Department, 340 Main Street, Lilburn, GA 30047. City staff will contact you when the permit application with payment is received.
- Site and building inspections will continue. Please contact the Planning Department at (770)279-3710 to schedule an inspection.

XXV. City of Lithonia

All public meetings of boards, commissions and committee have been postponed until April 2020.

XXVI. City of Marietta

The City of Marietta is open for business. No services have been suspended, although customers are encouraged to call or use on-line services and applications as much as possible. Over a year ago, the City changed its processes such that all plan submissions and plan reviews are done electronically, so there will be no disruption in that service.

XXVII. City of McDonough

All City of McDonough government buildings will be closed to the public until March 20th, as a precautionary measure regarding COVID-19. All City of McDonough personnel are reporting to work as normal, unless they are sick, in which case they are advised to stay home.

XXVIII. City of Norcross

All city facilities have been closed to the general public until further notice. Daily operations will

continue – see below for service assistance. City Hall General Information: (770) 448-2122

For Plan Submission/Permit Requests/Change of Occupancy: Use the online portal eplansolution.com/norcrossga and follow the direction for account setup and submission or call (678)421-2067

For Building Inspections: Email permits@norcrossga.net or call (678)421-2067

For Zoning/Variance/ARB/Engineering/Arborist: Email communitydevelopment@norcrossga.net or call (678)421-2067

XXIX. City of Peachtree Corners

All other boards and commission meetings have been cancelled through April. Please check the City Council calendar schedule for any Council meetings that may take place in April.

<https://www.peachtreecornersga.gov/government/communications/city-calendar>.

From Monday, March 23rd until further notice, City Hall will be open to the public from 9-4 on Tuesdays and Thursdays. City staff will be working remotely Monday, Wednesday, and Friday. Most applications can be filed electronically, however there are a limited number of applications, like new business licenses, that are not available to process electronically.

<https://www.peachtreecornersga.gov/government/community-development/planning-zoning>.

For questions, please contact Planning at (678)691-1205.

XXX. City of Powder Springs

The City of Powder Springs will undergo a “modified closure” that will close to the general public all city facilities. The closure will take effect at 12:01 a.m. Wednesday and will be re-evaluated on March 30.

While public access to City facilities is closed, limited services will continue.

Permits | Licenses | Zoning Applications: Applications are found on their website at www.cityofpowdersprings.org on the Community Development page. You may submit your application to commdev@cityofpowdersprings.org or leave it in the mail drop box at City Hall at the side entrance. Someone from Community development will contact you regarding your application. You may submit your fees for the application in the mail drop box at City Hall at the side entrance or call Tina Garver at (770)943-8001, ext. 361. She can assist you with credit card payments over the phone.

Construction Inspections will continue each week and following a rain event.

Building Inspection: please call our Building Official to schedule an inspection at

(770)914-2377.

XXXI. City of Roswell

The City of Roswell has closed all indoor City facilities to the public, including City Hall, **until** further notice and has canceled all events through May 10 **and** all public meetings through March 29.

Effective March 17, 2020, the City of Roswell Community Development Department will not accept in-person applications for Planning & Zoning reviews; Engineering (Land Disturbance or Tree Removal Permits, Building Permits; Temporary Sign, Garage Sale, and Photo permits; and new Business Licenses.

The following applications may be submitted by email:

- Administrative Planning & zoning review applications to planningandzoning@roswellgov.com
- Land Disturbance or Tree Removal Permit applications to engineering@roswellgov.com
- Building Permit applications to buildingpermits@roswellgov.com
- Business License renewal applications to bussinessregistration@roswellgov.com

In-person acceptance of applications will resume when the City returns to normal operation of services.

XXXII. City of Sandy Springs

Many city services, such as filing for most permits and payments can be conducted online: [Submit](#) a building permit, view the status of a permit, schedule an inspection, or view the status of a code ordinance violation. Thursday Developer Meetings will continue via [online](#) channels.

XXXIII. City of South Fulton

To protect our citizens from the spread of the Coronavirus Disease 19, COVID-19, the Permitting Division of the City of South Fulton, will be closed to the public effective Monday, March 16, 2020. Please note that processing times may be delayed as some approving agencies are limited in operations. If you have any questions or concerns, please contact one of their staff members. [Click here for the new online process and staff contacts.](#)

- Permitting staff can be reached between the hours of 8:30a.m. and 3:00p.m. to assist you with your permitting needs.

- Applications previously submitted will continue processing as normal. City staff will contact applicants via email or phone.
- Applications for fences/retaining walls, administrative permits, special events, film/production, residential alterations and additions, or trades (Electrical, Mechanical, Plumbing), can be submitted electronically to: permits@cityofsouthfultonga.gov
- All new permit applications that require physical plans have the preferred option of being uploaded to file sharing through a Dropbox account. You can create an account at <https://www.dropbox.com/?landing=dbv2>

New applications and plans can also be mailed to:

**City of South Fulton Permitting Division
5440 Fulton Industrial Blvd SW Suite A
Atlanta, GA 30336**

- If you are need of an invoice to pay for a permit or reinspection fee, payments can be made electronically. Be sure to include your name, permit number, site location and contact information with your request. Please submit your payment request to: permits@cityofsouthfultonga.gov
- All Certificates of Occupancy will be transmitted electronically. To request a Certificate of Occupancy, please email the Permitting staff at: permits@cityofsouthfultonga.gov
- Inspections will continue as normal with communication via email and/or phone. All inspection requests received by 4:00p.m. will be conducted the next business day. For inspection requests or results, please email: inspection.request@cityofsouthfultonga.gov

For inspection questions requiring immediate assistance, contact **Brian Epstein** at **(678)333-6900** or **Will Hart** at **(229)603-9046**.

XXXIV. City of Stone Mountain

City Hall will be closed to public access effective Tuesday, March 17th, 2020 for at least two weeks – through March 30th, 2020 – as a coronavirus protection. Please note that the closure excludes servicing permits and applications on Tuesdays and Fridays from 8:00am to noon by appointment only. To review the entire announcement, click [here](#).

XXXV. City of Suwanee

Suwanee City Hall is temporarily closed to the general public. Essential employees will continue to report and maintain essential operations, however, at this time all direct public interactions are suspended. To encourage online payments, convenience fees for online payments will be suspended where possible. City Hall General Information: (770)945-8996.

City officials are working as best they can to get customers through the permitting processes and are available by phone and email in working through various applications and permits. <https://www.suwanee.com/i-want-to/learn-about/covid-19/>

A. Building Inspections

All aspects of the building inspections process will be handled via email or phone. Inspections can be scheduled where circumstances allow them to be performed without others present. [Click here for more detailed information about the procedures.](#)

For more information please call (770)945-8996.

B. Business Licenses

The deadline for business license renewal has been extended from March 31 to May 29. For information about how to handle applications or renewals, [please click here](#) or call (770)904-2145.

The City of Suwanee has canceled all April meetings and all rezoning hearings have been postponed.

XXXVI. City of Smyrna

The next meeting of the Mayor and Council is the Committee of the Whole on April 2, the next City Council meeting is April 6, and the next scheduled Planning and Zoning meeting is April 13. The City will re-evaluate at the end of the March on how the city will proceed going forward, which may include meeting via teleconference. If public meetings are conducted via teleconference, all public meetings will remain available to the public to access, listen and review after the meetings are completed.

Please be aware that the issues surrounding COVID-19 are very fluid and these processes could change at any point. Community Development will do its best to accommodate the public's need for service, but it will not sacrifice the health and well-being of the City's residents and employees in the process of providing service. Should you have any issues, concerns or recommendations regarding any processes outlined above, please feel free to contact Rusty Martin, Community Development Director, at rgmartin@smyrnaga.gov.

Building Permitting:

- **Building Inspections & Building Code Interpretations:** Anthony Carter – acarter@smyrna.gov
- **Plan Review Submittals:** Caitlin Crowe– ccrowe@smyrnaga.gov
- **Building Permit Submittals:** Nadia Campbell - ncampbell@smyrnaga.gov

- **Standalone Permit Submittals (HVAC, Electrical, Plumbing):** Nadia Campbell - ncampbell@smyrnaga.gov
- **Subcontractor Affidavits:** Nadia Campbell – ncampbell@smyrnaga.gov
- **Permit & Forms:** All forms for the listed above services can be found [here](#) and plan review applications/checklists [here](#).

Building Inspections:

- The Community Development Department and the Fire Marshal’s office will continue to do next-day inspections. The Chief Building Official and Fire Marshal may implement safety precautions to mitigate any potential exposure to Covid-19 for staff. If you have any questions regarding the inspections or the inspection process please contact: Anthony Carter - acarter@smyrnaga.gov
 - For inspections from the City’s Building Division, please call (678)631-5010 by 4 p.m. the day before the date of the requested inspection.
 - For inspections from the City’s Fire Marshal office, please call (770)431-3555 by 3 p.m. the day before the date of the requested inspection.

Business & Privilege Licensing:

- **Business Licensing:** Kelly Moon – kmoon@smyrnaga.gov
- **Permits & Forms:** All forms for the listed above services can be found [here](#)

Planning and Zoning:

- **Zoning Code Questions & Interpretations:** Joey Staubes - jstaubes@smyrnaga.gov
- **Zoning Requests – Rezoning, Zoning Amendments, Special Use Permits:** Joey Staubes - jstaubes@smyrnaga.gov
- **Variance Requests – Residential and Non-Residential:** Caitlin Crowe - ccrowe@smyrnaga.gov
- **Sign Permits:** Joey Staubes - jstaubes@smyrnaga.gov
- **Zoning Verification Letter:** Caitlin Crowe - ccrowe@smyrnaga.gov
- **Tree Removal Permits:** Caitlin Crowe - ccrowe@smyrnaga.gov
- **Permits & Forms:** All forms for the listed above services can be found [here](#) and sign permits [here](#).

Additional Information for Plan Submittals

- [Residential Plan Review Information & Inspections](#)
- [Commercial Plan Review Information & Inspections](#)
- [Land Disturbance Plan Review Information](#)

XXXVII. City of Sugar Hill

Effective Friday, March 20th, Sugar Hill City Hall will be closed to the general public. Staff will continue to report to City Hall or connect remotely, carrying out the daily functions of the city.

You may reach Planning & Development Director [Kaipo Awana](#) directly at (678)541-6127 or by email kawana@cityofsugarhill.com.

Or email our staff directly:

For all inquiries about building permits, reviews or inspections or other general inquiries please contact our Admin [Nicole Klein](#), nklein@cityofsugarhill.com.

For all inquiries about development plan reviews and erosion control inspections please contact Planning Technician [Kim Landers](#), klanders@cityofsugarhill.com.

XXXVIII. City of Tucker

The City of Tucker offices are closed to the public, including the Building and Finance Departments while staff will assist over the phone and through electronic submission.

Building Department

- Intake of new permit applications and plans can be sent to permits@tuckerga.gov. Submittal of paper applications and plans is suspended at this time.
- Plans that have already been submitted will continue through the review process and staff will contact the applicant with details on permit issuance.
- Inspections will continue, although they are suspending residential renovation inspections where the home is occupied.

Land Use Applications & Public Hearings

- Upcoming planning, zoning and variance cases have been rescheduled to April.

XXXIX. City of Woodstock

The City of Woodstock is open for business. Offices are temporarily closed to the public to limit exposure to the COVID-19 virus as city staff continues to serve residents and businesses. A number of online options for interacting with your city government are available and under development.

The April 2 Planning Commission Meeting was cancelled as well. The public can watch City Council

Meetings and Planning Commission Meetings online at

<http://woodstockga.iqm2.com/Citizens/Default.aspx>

The April meeting of Woodstock Downtown Development Authority is cancelled.

Building and site plans can be submitted by email or left in the bin outside the Building Permits office at the City Hall Annex (12453 Hwy 92). If you need assistance, call (770)592-6036 or email woodstockbuilding@woodstockga.gov.

Development Services is assisting with licenses, permits and applications by email or through the Utility Billing window at the City Hall Annex (12453 Hwy 92). For assistance, call (770)592-6054 or email businesslicense@woodstockga.gov. If you need assistance with Planning and Zoning matters, call (770)592-6050 or email planning@woodstockga.gov. Follow City of Woodstock, GA on Facebook, @woodstockgagov on Twitter, or go to www.woodstockga.gov for additional closure and cancellation information as well as resources for COVID-19 response.

Counties

I. Cherokee County

Cherokee County will close government offices to the public March 18 through March 31. The Cherokee County Tax Commissioner's Office will close to the public beginning March 18 and will remain closed until further notice. In accordance with CDC guidelines, all county-sponsored public gatherings will be postponed or canceled until further notice. Cherokee County will continue to operate during normal business hours. All offices will continue to be accessible through phone and email to answer any questions or concerns. To contact an individual department, visit www.cherokeega.com or call (678)493-6000. The county will continue to monitor and provide updates on this rapidly evolving situation and its local impacts.

II. Clayton County

The Clayton County Community Development Department offers online services for zoning matters, new/renewal business license, building permit, and building inspections. To access the online services, visit <https://www.claytoncountyga.gov/home/showdocument?id=10798>.

In case customers have concerns they can call the following numbers for the respective managers:

Permits – Essential Staff: Raquel Obumba – Manager, (770)473-5911 (office)

Planning & Zoning – Essential Staff: Madolyn Spann – Manager, (770)477-3577 (office)

III. Cobb County

Planning Department

- All zoning and variance hearings for the remainder of March and April have been cancelled, and those cases are expected to be heard in May. They will continue to accept new applications for zoning, variances, etc. They will not have the applicant meetings right now as they typically do, given the CDC's recommendations regarding social distancing. Any comments, questions, etc. will be handled by email and/or phone call. The zoning staff will be reduced in the office, but they will be telecommuting.
- Permitting will continue with some modifications. Many permits can be applied for online. They are encouraging everyone to take advantage of their online services when possible. The lobby will be open 8:00a.m.- 5:00p.m., with a closure 1:00p.m.- 2:00p.m. to allow the limited staff to take lunch and disinfect the lobby areas. During office hours, they will accept permit applications, plans, business license applications, etc. They will limit the number of individuals in the lobby areas, again, based on social distancing guidelines. There will be a designated waiting area outside the lobby for queuing.
- One-stop and site plan review meetings are canceled until further notice. While they will not be meeting face to face to review plans, they will still be reviewing plans and providing comments via email.
- Inspections will continue. Inspections should be scheduled through the online portal. They will be inspecting commercial and new construction, however given the current health concerns, they will not be inspecting inside homes that are occupied (e.g. basement remodels, etc.) in order to minimize the risk to inspectors.

A. Canceled or postponed meetings

- On-site One-Stop and Site Plan Review meetings: cancelled until further notice
- Interdepartmental correspondence and staff-customer communication will still occur by email and phone. Please email David Griffin at david.griffin@cobbcounty.org for any questions.
- On-site zoning applicant meetings: cancelled until further notice
- Interdepartmental correspondence and staff-customer communication will still occur by email and phone. Please email zoning@cobbcounty.org or call (770) 528-2027 for any questions, comments, or concerns.
- April Zoning Hearings
 - April 21 BOC Zoning Hearing: rescheduled for May 19, 2020
- April Planning Commission Hearing
 - April 7 PC hearing: rescheduled to May 5, 2020

- April Board of Zoning Appeals Hearing
 - April 15 BZA hearing: rescheduled for May 13, 2020
- March Business License Review Board Meeting: cancelled
- April Historic Preservation Commission Meeting: cancelled

IV. DeKalb County

Virtual Inspections Guidelines

In efforts to adhere to the health standards preventing further spread of (COVID-19) and practicing social distance during the (COVID-19). Dekalb County Inspection Division is pleased to announce that its customers may now for a limited period request a virtual inspection for **AC change-outs, residential roof inspections, water heaters, window and door replacements, and minor residential inspections.**

Through this option, the contractor and residents can coordinate and plan on a set appointment time. A virtual inspection allows the installer and the county inspector to communicate in real-time through video conferencing via iPhone facetime, Android Google Duo. All the contractor needs are a smartphone with video conferencing apps app downloaded. Inspection Division staff is happy to help to assist you setup. The County inspector reserves the right to decline the virtual inspection request due to complex inspections & life safety concerns.

To learn more, please call the Building Division at (404)-687-2401 or email Lbell@dekalbcountyga.gov and ask about virtual inspections.

PLEASE NOTE THAT ALL INSPECTIONS MUST BE SCHEDULED BY WEBSITE OR OVER THE AUTOMATED SYSTEM Website: <https://www.dekalbcountyga.gov/planning-and-sustainability/planning-sustainability> or Automated System: 404.371.3010

- Automated System is Required for Scheduling Inspections 404.371.2155, Option 2 or 404.371.3010 (24-Hours)

Requirements:

- ✓ Device with Webcam
- ✓ App Installed (iPhone Facetime or Android Goggle Duo)
- ✓ Internet Access
- ✓ The County Inspector will contact you to initiate video conference upon arrival at your construction site
- ✓ The County Inspector will provide instructions on what to view and how to move the device around.

- ✓ Inspection results are entered into the INFOR/HASEN system during the meeting session

County Operations

All County Planning Commission, Community Council, Zoning Board of Appeals and Historic Preservation Commission meetings have been put on hold until they are able to finalize public participation during this pandemic. DeKalb will advise of new dates, requirements in a global notice/blast once they have put a plan in place. Visit their website at <https://www.dekalbcountyga.gov/planning-and-sustainability/planning> for more information.

For further assistance, contact the Planning and Sustainability Department Divisions below:

Planning

plansustain@dekalbcountyga.gov

(404) 371-2155 Opt. 4

Zoning

plansustain@dekalbcountyga.gov

(404) 371-2155 Opt. 3

Business License

bllicense@dekalbcountyga.gov

(404) 371-2461 Opt. 5

Permits

permitinfo@dekalbcountyga.gov

(404) 371-2155 Opt. 3

Land Development/Arborist

permitinfo@dekalbcountyga.gov

(404) 371-2155 Opt.7

Inspections

lbell@dekalbcountyga.gov

(470) 808-1000

GIS

GIS@dekalbcountyga.gov

(404) 371-2914

Watershed Management Planning & Development

404-687-3599

404-371-2835

V. Forsyth County

Forsyth County laid plans on May 12 to resume hearings that will allow for public comment. The county will host its Planning Commission meeting on May 19th at 2pm via Zoom. The Board of Commissioners will host its meeting on May 21st at 5pm via Zoom. To receive additional meeting information, please visit forsythco.com/meetings. During those sessions, the public will be provided access, either by phone or teleconference, to weigh in on items.

Our office is closed to the public. A drop location has been established for customers that want to submit paper applications, permits and other documents. We are considering requiring digital submittal.

We are no longer conducting building inspections on homes that have a CO (basement finish and similar inspections). All other inspection types are being conducted.

Building inspectors will not engage in communication in the field and require unobstructed access to the building being inspected (proper social distancing from other people).

VI. Gwinnett County

- Planning and Development is open to the public from 8:00am – 5:00pm Monday through Friday with limited staff onsite. Applicants are strongly encouraged to use the department's extensive [online services](#) or contact staff using the email addresses provided.
- Planning and Development continues to provide all services to the public through limited staff onsite and others working remotely or in the field. Online applications are strongly encouraged for all services.
- Gwinnett County allows applicants to use third party reviewers or inspectors consistent with state law and the Governor's Executive Order 03.20.20.02. Use of third-party services has been limited, as the department continues to provide timely plan review and inspection services.
- The April 28 public hearing before the Board of Commissioners has been cancelled. The May meetings of the Planning Commission and Board of Commissioners remain scheduled until further notice.

Specific Inquiries:

Building Plan Review: building.planreview@gwinnettcountry.com

Code Enforcement: codeenforcement@gwinnettcountry.com

Development Plan Review: site.planreview@gwinnettcountry.com

Fire Marshal: fire.planreview@gwinnettcountry.com

License and Revenue: GC-License-Revenue@gwinnettcountry.com

Permitting: PNDOnlinePermits@gwinnettcountry.com

Residential Drainage Plan: P&DReviewRDPElectronicEmail@gwinnettcountry.com

Retaining Walls: PND-Retwall@gwinnettcountry.com

Stormwater/Water/Sewer: P&DStorm-Water-SewerPlanReview@gwinnettcountry.com

General Inquiries:

Planning&DevelopmentReceptionist@gwinnettcountry.com

Planning&Development@gwinnettcountry.com

The Planning Commission regularly scheduled public hearing on April 7, 2020 at 7:00 p.m. has been canceled due to the COVID-19 Public Health Emergency. All agenda items scheduled to be heard on the April 7, 2020 at 7:00 p.m. agenda will be rescheduled for the Planning Commission's next regularly scheduled public hearing on May 5, 2020 at 7:00 p.m. in the Gwinnett Justice and Administration Center Auditorium located at 75 Langley Drive in Lawrenceville, Georgia.

VII. Henry County

In an effort to decrease the spread of the COVID-19 coronavirus, Henry County Government is going to a full telework schedule for the remainder of this week, beginning at 5 p.m. on March 17, 2020.

All county facilities, with the exception of the courts and the Elections Office, will be closed through Sunday, March 22, at which time the situation regarding this public health crisis will be re-evaluated by county officials.

The following list of services are available online:

Building and Plan Review

- Development Plan Review Submittals for Residential Land Disturbances, Commercial Land Disturbances and Development Permits (Residential and Commercial)
- Commercial Building Permit Plan Review Submittals
- Residential Building Permit Plan Review Submittals

Planning and Zoning

- Sign up for pre-applications and appointments will be scheduled when county facilities reopen