

## **City of Clemson Planning and Codes Virus Protective Measures**

With the growing Coronavirus pandemic, we would like to share how the operations of the Planning and Codes Department will attempt to operate in a manner that balances the safety of personnel with the needs of the City. Our basic procedures include:

1. Planning and Codes doors will be closed to the public.
2. We will continue to be reachable by phone or email during normal business hours.
3. Current and updated procedures will be posted on our website.
4. We will send a blast emails to all our contractors and other contacts informing them of the situation.
5. For those who cannot send something to staff digitally or via mail, we will use a watertight bin out front for transfer of documents. Staff will be present to retrieve and distribute materials from 2:00 – 4:00 each business day.
6. This same bin will be used when we need to return documents to an individual and that person does not want us to mail it to them.
7. To schedule and inspection simply use the Contractor Portal or send us an email or phone us just as you currently do.
8. Payments will be accepted via check or by credit card over the phone and will be processed daily.
9. This plan will be modified as needed.

### **Essential Tasks**

#### **There are four tasks that Planning and Codes will view as essential:**

1. **Fire investigation:** The Fire Marshal's role in the construction inspection process would be essential. He would still honor the agreement and MOU between Clemson University Fire Department and the City. He would be available for work in conjunction with Pickens County Emergency Management Agency and for any fire investigations. We would suspend all annual fire inspection during the time of shutdown to lessen the risk of exposure for the Fire Marshal.
2. **Building Inspections for all open projects (with the exception of HVAC, signs, and roofing jobs):** This will include zoning, building, and fire inspections. Staff feels it is essential that we keep providing inspections to all open jobs and issuing Certificates of Occupancy until such time that we feel doing so would put our employees at risk. This allows construction to continue on all projects already underway and will not cause unnecessary delays to the citizens and property owners of Clemson seeking to occupy their homes and businesses.

At present, the City has two inspectors that could perform inspections for all types of construction and one inspector that could be utilized for residential inspections only. We are also able to add 3<sup>rd</sup> part inspectors via RCI if needed with the expense for the service being paid for by the City. The State Fire Marshal Office has closed down so this will delay some fire inspections.

3. The issuance of Certificates of Occupancy. Planning and Codes will issue CO's when zoning, building, and fire standards have been met and we have received written confirmation (or sign off in Blueprince) that the following departments have cleared the project for a CO:

- Engineering
- Stormwater
- Utilities
- Public Works
- Police
- CAT
- Business License

Our current City Policy requires that before a CO is issued, all associated City of Clemson Departments grant their approvals. When a permit holder requests final inspection, Planning and Codes will send an email to all those departments that give approvals and give notice that we need final sign off within 48-hours. Each department will continue to determine if a project is ready for a CO.

4. Zoning Violations: As potential zoning violations are brought to the attention of staff we will determine on a case-by-case basis if the matter requires immediate attention and, if so, we will address the matter.

### **Non-Essential Tasks:**

**Other than an emergency situation, we will not issue new building permits:** We will continue to do plan reviews. Curtailing the issuance of more building permits will limit the workload for our inspectors and not place inspectors at risk.

**We will suspend routine inspections of Rental Housing properties and processing permits for the Rental Housing Program.** Any penalties resulting in delays in payment or inspections will be waived.

**Plat work will be handled by mail or email and prioritized on a case-by-case basis.**

**Regularly scheduled BAR, BZA, and PC meetings will continue.** The public will be allowed to attend. All non-essential work related to the Board of Zoning Appeals, Board of Architectural

Review, and Planning Commission will be dealt with over the phone and via email. For regularly scheduled meetings we will determine on a case-by-case basis if the applicant's presence is necessary.

**We will suspend all routine annual fire safety inspection:** Specific fire concerns brought to the attention of staff will be assessed and dealt with on a case-by-case basis.