



City of North Port
NEIGHBORHOOD DEVELOPMENT SERVICES DEPARTMENT
Building Division
Anthony Warren, CBO, CFM
Building Official
Email: awarren@cityofnorthport.com



MEMORANDUM

TO: Frank Miles, MPA, Director, Neighborhood Development Services

FROM: Anthony Warren, CBO, CFM, Building Official

SUBJECT: Building Division Continuous Operations During COVID 19 Pandemic

DATE: March 19, 2020

To ensure the health and safety of our citizens, visitors, business owners and staff, the following modifications have been implemented.

Permit intake:

We are currently fully operational but limiting customers into the Building Division lobby to one at a time and are following the guidelines of social distancing as provided by the CDC. We always encourage our customers to utilize our online permitting for online permits, applying for over the counter permits through the email provided below and electronic plans review for single family homes. **We will also be utilizing the utility department drive thru window for permit drop off and pick up.** We are available by phone and email as to address in questions or requests.

If you don't have the means for applying remotely, please be aware that we have implemented cleaning procedures that may cause additional time for applying in person.

Plan review:

Plan review is still being conducted but we encourage response to review comments be conducted by either email or phone. We can accommodate in person appointments for special circumstances and will follow guidelines for social distancing.

Inspections:

Inspectors are fully operational and instructed to follow the CDC guidelines for social distancing of 6 feet.

If you have any questions, please feel free to contact us.

Phone contact: 941.429.7044

Email contact: bldginfo@cityofnorthport.com

I encourage patience, understanding and social distancing during these difficult times so that we can limit disruption to our everyday lives.