



CITY OF ATLANTIC BEACH
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(904) 247-5800

MEMO

To: All Contractors and Property Owners
From: Dan Arlington, Chief Building Official
Subject: Construction activities during the COVID 19 Pandemic
Date: April 6, 2020

Based on the Governor's and Mayor's Executive Orders and the Florida Building Code, the following procedures and policies will apply until further notice. Please monitor this web page for the most current information. This Pandemic is unprecedented and these procedures and policies are necessary for the life safety of residents, neighbors, and construction crews. They may change as the situation unfolds.

The Building Department and all of City Hall are closed until further notice.

Application for Building Permits and Plan Review.

We are not accepting paper documents at this time. Please go to the Building Department web page <http://coab.us/799/Building-Dept> to find instructions for electronic plan submittal and permit application.

At this time, we are limiting building permits to essential work, but Plan Review will continue and building permits, other than essential work, will be issued when it is safe to start construction.

Essential work includes:

1. Repair or replacement of Electrical, HVAC, and Plumbing equipment and fixtures, and roof repair/replacements.
2. Continuing already permitted work, with some conditions.
3. Other essential or critical work, determined on a case by case basis. Until further notice, only essential and critical work will be considered.

Building permits for essential work will be given out without payment of permit fees. Permit fees can be paid at a later date.

We are accepting permit applications without the required notarized signatures until the permit is actually issued. There are remote notary services, available on line, as well.

Building permits will not be issued for non-essential enclosed construction projects, until further notice.

Building Inspections.

Inspections should be scheduled by applicants in the usual way, by calling (904) 247-5814.

Inspection of already permitted and essential work continue to be done, with some conditions.

At this time, we are not conducting inspections in **occupied buildings**. Inspection of other enclosed or close spaces will be at the Inspector's discretion.

Inspections in unoccupied enclosed spaces may be conducted after the space has been left unoccupied for 24 hours.

Only one trade crew at a time is allowed in a new building, once it is enclosed. This will include new houses, starting with the rough trades and continuing through final inspections. Workers shall adhere to all social distancing requirements and sites shall be provided with basic infection prevention and safety equipment to reduce the risk of exposure to the COVID 19 virus.

Contractors repairing or replacing equipment or fixtures in **occupied buildings** (Considered essential work) should schedule the inspection for the day the work will be completed and then call the Building Department to schedule a **Remote Video Inspection** when the work is complete and ready for inspection. Please find the instructions for a Remote Video Inspection on our web page <http://coab.us/799/Building-Dept>

Florida Law and the Florida Building Code still apply. A STOP WORK ORDER will be posted on any work started without a building permit posted on site, or work not complying with the above provisions.

These policies are intended to protect the lives of residents, workers, and the neighbors in the vicinity of construction projects. Your cooperation will be appreciated.

For further information, call (904) 247-5800 or email building-dept@coab.us.