



TOWN of PORTOLA VALLEY

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Updated March 18, 2020

Planning and Building Department Guidance COVID-19

Our overarching priority is to protect the health of the community and provide essential services to residents. After thought and consideration, the Town Council decided to suspend all private construction activity in Portola Valley, effective March 23, 2020. We ask that you make arrangements to secure your job sites so that all activity will end by **5 pm on Sunday, March 22**. Construction activities are allowed to take place on Saturday, March 21 and Sunday, March 22 from 8:00 am to 5:00 pm to allow you to finish necessary work to suspend construction and secure sites. This work suspension will last through the Local Emergency.

Below are details for each type of permitting activity:

1. Submittal of Building and Planning Permit Applications

No new building permit or planning applications will be accepted, unless required for sanitation and life-safety purposes (such as water heater, furnace repair, fire hazard/electrical repair, incident referred by the Sheriff or Woodside Fire Protection District, or conditions that may cause severe erosion). If there are any sanitation or life-safety repairs needed, please email us at planbuild@portolavalley.net. Include a description of the situation and why the work is necessary for sanitation or life safety.

2. Processing of Building and Planning Permits Currently Under Review

Staff will continue to process projects already submitted to the extent it can be done remotely. All correspondence between applicants and staff members will occur remotely by email, phone and teleconference. Resubmittals will be accepted at the discretion of staff if they can be received and reviewed electronically.

3. Issuance of Planning and Building Permits

No Planning or Building permits will be issued during this time, unless required for sanitation and life safety as described above.

4. Scheduling and Conducting Building Construction Inspections

As of March 18, 2020, no new inspections will be scheduled, with the exception of the following:

- Sanitation and life-safety inspections, as determined by the Planning & Building Director.
- Critical inspections that were scheduled prior to this date and cancelled by the Town may be rescheduled only if the inspection could occur safely, at the discretion of the Planning & Building Director.
- Inspections that are critically necessary for sites to secure in-progress work during the work suspension in Town, at the discretion of the Planning & Building Director. To request this type of inspection, email Laura Russell at lrussell@portolavalley.net with a description of the situation and why the inspection is critical to secure the project site. **We anticipate many requests for exceptions, so please consider your request in light of the Council's direction. We thank you in advance for your understanding as it may take some time to immediately return your scheduling request.**

Please note that inspection services may be limited due to the availability of inspectors. All in-person inspections will follow social distancing protocols and may be cancelled at the discretion of the inspector for safety reasons. The Town may adopt additional criteria for inspections as additional information becomes available.

5. Public Meetings

At this time, regular meetings of the Planning Commission and Architectural and Site Control Commission (ASCC) are cancelled. At the discretion of the Planning & Building Director, meetings may be scheduled in the future for essential business only.

We understand that these are very challenging times and that all decisions have consequences for the parties involved. We are working to the best of our ability and ask for your continued understanding as we address this evolving situation.

Most importantly, we hope you and yours remain well.