

Phase 2 Community Development Operations – Ridgefield Administrative and Civic Center (RACC), 510-B Pioneer St

Members of the public may not enter the RACC. Business shall be conducted via phone, email, and tables located outside of the RACC door. Staff must take proper actions to reduce the spread of disease, including maintaining 6 feet of separation at all times, using disinfectant, and wearing gloves.

Staff is available by phone and email during normal working hours. Scheduling appointments to submit, drop off, and pick up materials is **at staff members' discretion during the hours specified below.**

For building permits, schedule appointments with Dorothy Harrington, Dorothy.harrington@ci.ridgefield.wa.us, 360-857-5011.

For land use and engineering permits, schedule appointments with Cristy May, cristy.may@ci.ridgefield.wa.us, 360-857-5027.

Single-family residential building permits

- The City will accept all submittals, drop-offs, and pick-ups.
- Electronic submittal is **M 8am-1pm**; hard copy submittal, drop-off, and pick-up are by appointment **M-Th 8am-1pm; F 8am-1pm as necessary.**
- Submittal:
 - o Accepting 5 new single-family residential permit submittals per builder per week.
 - o Intake cycles will occur weekly. Email staff an electronic version of the application on Monday by 1pm.
 - o Staff will process the application and send an invoice. If paying by credit card, call to make the payment.
 - o Schedule hard copy submittal with staff.
 - o Submit a hard copy of the application materials (and check, if paying by check) on the table outside of the RACC. Let staff know the materials have been submitted. Staff will pick up the materials and check immediately.
- Drop-off:
 - o Schedule drop-off with staff.
 - o Bring materials to the table outside the RACC. Let staff know the materials have been dropped off. Staff will pick up the materials immediately.
- Pickup:
 - o Issuing 5 single-family residential permits per builder per week.
 - o Schedule pickup with staff. If paying by credit card, make the payment with staff over the phone at this time.
 - o Call or email staff when you are in the RACC parking lot. Staff will place the materials to be picked up on the table outside the RACC then return indoors. If paying by check, replace the materials with a check which staff will pick up immediately.

All other permits (multifamily residential, commercial/industrial, land use, engineering)

- The City will accept all submittals, drop-offs, and pick-ups.
- Submittal, drop-off, and pick-up are by appointment **M-F 8am-3pm.**
- Submittal:

- Email staff an electronic version of the application.
- Staff will process the application and send an invoice. If paying by credit card, call to make the payment.
- Schedule hard copy submittal with staff.
- Submit a hard copy of the application materials (and check, if paying by check) on the table outside of the RACC. Let staff know the materials have been submitted. Staff will pick up the materials and check immediately.
- Drop-off and pick-up:
 - See above for procedures; there is no limit on the number of permits issued per week for these permit types.

Building inspections are restricted to new construction and unoccupied structures that have been vacant for more than two weeks. Building inspectors must take proper actions to reduce the spread of disease in the field, including maintaining 6 feet of separation at all times, using disinfectant, and wearing gloves. Workers on site must be following requirements from the Governor's Phase 2 Construction COVID-19 Job Site Requirements. If, at any time, building inspectors arrive to inspect a site and these measures are not in effect, the building inspector will immediately stop the inspection and shut down all jobsite activity until it can be proved that these required measures are in effect.

Code enforcement is restricted to cases where no physical interaction is required.