



# The Department of Resource Management Permit Center is opening to the public for appointments.

Permit applications will be processed by appointment only, except for maintenance permits which can be applied for online by owner or contractor including: (HVAC, roof, water heater, electric, plumbing, siding, windows, woodstove/fireplace)

- Following application submittal, we recommend an appointment to submit revisions and corrections in order to streamline your project.
- For a **Building** appointment, please call (530)225-5764.
- Due to the volume of applications we have been receiving in recent months, there is a 30-minute limit per application (If you are applying for several permits at one time you will need an appointment for each application). To better serve the community, please limit applications to a maximum of six per visit.

<https://permits.co.shasta.ca.us/etrakit/>

## **What to expect when you arrive for your appointment**

- Doors will remain locked and indoor access will occur by appointment only.
- There is a limit of 2 persons per appointment (including children) to help maintain social distancing. All public and staff must wear a face covering while in the building, unless medically exempt. Complimentary face coverings will be provided to anyone who needs one. Non-compliance with this requirement will result in cancellation of the appointment.

### **Appointment Process**

- Upon arrival for your appointment, please call (530)225-5764
- A submittal box is provided outside for those with appointments so plans and documents can be sanitized before they are brought into the building.
- Once documents have been sanitized you will be provided access for the appointment.
- Distance markers are provided and six-foot intervals between parties should be observed.
- Booths 1, 2, & 3 and Environmental Health's counter have plexiglass barriers installed and each location will have hand sanitizer available for the protection of the public and staff.

The Department thanks you in advance for your patience and understanding.