



## **Department of Resource Management offices will be open to the public starting Wednesday, March 17th**

Starting Wednesday, March 17<sup>th</sup>, 2021, the Department of Resource Management offices will be open to the public for pre-scheduled appointments and walk-in assistance for Air Quality, Building, Environmental Health, and Planning permitting and information.

Lobby Hours are 8am-5pm with **appointments available between 8:00 am and 4:00 pm.**

**Note:** Walk in assistance will be provided on a first come, first served basis, with pre-scheduled appointments taking priority. **All in-person payments will need to be processed by 4:30 pm each day.**

**Here are some important things to consider when preparing to submit a permit application:**

- A pre-scheduled appointment is recommended. This allows you to have a scheduled hour with one of our friendly and knowledgeable staff members without the wait time.
- It is common to use the entire appointment time to complete the application submittal process and pay any fees that are due, so it is critical for processing a new application to be on time and to bring all required supplemental documents with you.

- Appointment or walk in assistance is required for first time building permit applications but not necessary for application revisions or corrections. Documents can be dropped off in the front lobby. However, it is very important to have the revised and corrected areas clouded with a copy of your responses highlighted with the original County correction letter.
- If your project is complex, an appointment to submit a revision or correction is encouraged.
- Building permit applications for maintenance work including HVAC, Roof, Water Heater, Electric, Plumbing, Siding, Windows, and Woodstoves do not need an appointment and they can be applied for [online](#) by the property owner or contractor. Self-serve kiosks are also available in the lobby.
- Due to the current volume of building permit applications, there is a one-hour limit per building permit application. When applying for several permits, a separate appointment is required for each application.

To schedule an appointment, please call the Division directly:

- **Building** (530) 225-5764
- **Planning** (530) 225-5532
- **Environmental Health** (530) 225-5787
- **Air Quality** (530) 225-5674

## **What to expect when you arrive**

- The building will be open to the public between 8:00 am and 5:00 pm Monday through Friday with the exception of County holidays. Occupancy will be limited in order to maintain appropriate social distancing for the duration of the pandemic. **Please note:** The building's Placer Street entrance will remain closed.
- To serve applicants efficiently, we do recommend having a maximum of two people at an appointment. This will help maintain social distancing for other customers.
- Public and staff must wear an appropriate face covering at all times when inside the building. Face coverings are available at no cost to anyone who needs one.

### **Appointment Process**

- Upon arrival, please check in at the appropriate public counter (the Consolidated Permit Center counter is on the 1<sup>st</sup> floor and the Environmental Health counter is on the 2<sup>nd</sup> floor) for your appointment. If you are early, you may provide a phone number and we can call you at your appointment time, or you may wait in the lobby until your name is called subject to space availability.
- Please honor the social distancing floor markers when waiting in line and maintain a minimum of six feet of separation from others who are not a member of your party while in the building.
- Public counters and customer booths have plexiglass barriers installed and each location has hand sanitizer available.

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