



## Community Development

### Office of the Director

Phone: 850-654-1119  
Fax: 850-460-2171

# MEMORANDUM

---

**DATE:** March 26, 2020  
**TO:** The Public and Development Community  
**FROM:** Louis Zunguze, Community Development Director  
**RE:** **Temporary Application & Inspection Procedures due to the closure of Community Development Offices to the Public.**

---

**Out of an abundance of caution for the health of our residents, City Staff and visitors and to ensure we are not contributing to the spread of COVID-19, the Destin City Council voted unanimously that beginning March 23, 2020 the lobbies of the City Hall, City Hall Annex and Public Services Complex will be closed to the Public. In light of that, the Community Development Department will be using the following procedures to conduct business effective March 23, 2020 and will continue until further notice.**

### **FOR BUILDING DIVISION PERMIT APPLICATIONS**

#### **Permit Applications:**

All permit applications and plans will now be received via email @ [permits@cityofdestin.com](mailto:permits@cityofdestin.com). Permit applications are located on our website at [www.cityofdestin.com](http://www.cityofdestin.com). Please ensure that your application is filled out completely and if there are plans or prints or other documents required, submit them with the application. If your plans are too large to email, please email us and we can provide an alternate method of receiving your application packet. All correspondence will be via email and phone, so please be sure to provide both.

#### **Scheduling Inspections:**

Inspection requests are through our automated phone line **850-654-1119, prompt 1**. All inspections must still be requested within the allotted time specified per permit requirements, which is within 6 months consecutive of issuance and every 6 months thereafter, up to two years. **All requests must be received prior to 4:00 pm for next day or next business day scheduling.**

## **Inspections Procedures and Categories:**

### **Category I**

All **IN HOME** inspections for occupied dwellings or structures for items such as, Air Conditioning, Water Heater, Window Change outs, etc. are temporarily on hold or contractor may facetime (or other virtual/video/photographic means) the inspection with the inspector. **(For more information on virtual inspections please see Virtual Inspection Procedure document located on our website.)**

### **Category II**

Inspection for **Minor Renovation** projects for **occupied** dwelling/structures, we request you provide a phone number for the inspector to contact you and based on their requirements they may request facetime (or other virtual/video/photographic means) correspondence and/or photos to be emailed to us. **(For more information on virtual inspections please see Virtual Inspection Procedure document located on our website.)**

### **Category III**

Any inspection which involves **the exterior of a dwelling/structure** will be performed onsite utilizing the required **6' feet social distancing requirements** (per the CDC Recommendations). This would include projects such as roofs, siding, pools, fence, etc.

### **Category IV**

**Major Renovation** inspections for **unoccupied** dwelling/structure will still be conducted onsite utilizing the required **6' social distancing requirement**.

### **Category V**

**New construction** for Single Family Dwelling, Multi-Family Dwellings and Commercial structure projects will be conducted onsite utilizing the **required 6' social distancing requirement**.

## **FOR ENGINEERING DIVISION PERMITS**

### **Permit Applications:**

All Right-of-way (ROW) Construction permit applications and plans **ASSOCIATED WITH A BUILDING PERMIT** will now be received via email at [permits@cityofdestin.com](mailto:permits@cityofdestin.com). ROW Permit applications are located on our website at [www.cityofdestin.com](http://www.cityofdestin.com). Type in 'ROW permits' in the search box. This will pull up ROW application choices. There will be four application options available, choose the option desired. If you need help to determine the appropriate application, please call **(850) 654-1119 Option 2** or email us at [engineering@cityofdestin.com](mailto:engineering@cityofdestin.com).

All Utility and Right-of-way permits **NOT ASSOCIATED WITH A BUILDING PERMIT** shall be submitted through [ROWpermits@cityofdestin.com](mailto:ROWpermits@cityofdestin.com) for processing.

Please ensure that your application is filled out completely and if there are plans or prints or other documents required, submit them with the application. All correspondence will be via email and phone, so please be sure to provide both.

### **Inspections Scheduling and Procedures:**

Engineering inspections are coordinated with the Planning Site inspections and are scheduled for Wednesdays and Fridays as usual.

Inspection requests can be requested as follows:

- a) Erosion Control and ROW inspections **ASSOCIATED WITH A BUILDING PERMIT** shall be emailed to [permits@cityofdestin.com](mailto:permits@cityofdestin.com) or call the automated phone line 850-654-1119, prompt 1.
- b) Utility and ROW inspections **NOT ASSOCIATED WITH A BUILDING PERMIT** shall be requested through [ROWpermits@cityofdestin.com](mailto:ROWpermits@cityofdestin.com).

### **FOR PLANNING/ZONING DIVISION APPLICATIONS**

#### **Planning Application Submittals:**

All Planning applications and documentation should be sent via e-mail to [planning@cityofdestin.com](mailto:planning@cityofdestin.com) or by digital submission. If you are trying to send plans that are too large to send via email, please request a **OneDrive** link to be sent to you in order to submit the plans digitally. All payments can be made by phone at 850-654-1119 Option 2 (credit/debit cards only). American Express is not an accepted method of payment.

#### **Pre-Application Meetings:**

To request a Pre-Application meeting please fill out and send the Pre-Application Request form, located on our website [www.cityofdestin.com](http://www.cityofdestin.com), to [planning@cityofdestin.com](mailto:planning@cityofdestin.com). **Staff will contact you to schedule a Pre-Application meeting.** All meetings will be conducted via phone or web conference until further notice.

#### **Public Hearings:**

All applications that require a public hearing will be accepted and reviewed by City Staff; however public hearings are cancelled until further notice. Once public hearings resume, these applications will be scheduled for the next available Board meeting in the order they were received.

#### **Site Inspections:**

All site inspections will take place as usual, twice a week on Wednesdays and Fridays.