



# COVID-19 Updates

## State & Local Government Community Development Services Update

*As we all deal with the COVID-19 crisis, the Council for Quality Growth will inform our members on any modifications to local government's community development services. Below is a listing of updates on local governments' community development services (i.e. submission of plans, plan review, inspection services, planning, zoning and variance hearings etc.)*

*If you have a specific question about a city or county, contact **Senior Policy Analyst, Kimberly Steele, at [KS@CouncilforQualityGrowth.org](mailto:KS@CouncilforQualityGrowth.org)**.*

### State

#### I. **Governor Kemp Issues Executive Order for Development Industry**

Due to the COVID-19 crisis, cities and counties have limited staffing and increase inspection services wait times. Governor Kemp has ordered that owner/developer can **IMMEDIATELY** utilize the services of a licensed, well-qualified professional to provide plan review or building inspection services while paying a scaled fee to the city or county. The Council for Quality Growth applauds Governor Kemp for reducing regulation to allow for more efficient delivery of inspection services related to building and construction.

To read the entire Executive Order, click [HERE](#).

### Cities

#### II. **City of Atlanta**

The City of Atlanta recognizes the importance of permitting and inspections to the whole community --- but the most critical responsibility we have right now is to do all we can to limit the spread of COVID-19.

City Hall is now closed to the public and city employees. Therefore, permitting and plan review are delayed at this time. We are working to shift permit processing to digital format as much as possible. We will provide our plan shortly for how permits and reviews will be conducted.

Inspection services are temporarily delayed as we put in place a modified system for restoring this service such that all the best safety precautions and protocols are upheld. We expect this modified system will include the option of third-party inspections to supplement City staff

conducted inspections. We expect the modified systems for inspection services to be in place by Wednesday, March 25<sup>th</sup>.

The only exception to this delay is for critical community infrastructure including hospitals and health care facilities.

Commissioner Tim Keane  
Department of City Planning  
Atlanta, Georgia

### III. **City of Alpharetta**

The City of Alpharetta is closed to the public until April 12, and many employees will be working remotely. They are still reviewing all plans submitted through E-plan Solutions. Inspections will also continue to take place. Public hearings have been canceled through April 12. The Planning Department is answering calls and accepting payment for permits by phone and issuing permits by email. All Council public hearings, meetings and city boards, committees, and commissions of the City are suspended and postponed for 30 days. Alpharetta City Council will provide video conferencing for the next regular meeting next Monday, March 23rd at 6:30 p.m. Monday, allowing the public to watch live. The full agenda is on the city of [Alpharetta website](#).

### IV. **City of Acworth**

The Community Development Offices will be available by phone from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. each day. The City of Acworth requests that an individual call before attempting to come to City Hall. If an in-person transaction is required, arrangements will need to be made in advance to get you inside City Hall as it is closed to customers at this time. Forms can be downloaded [here](#) in advance.

### V. **City of Berkley Lake**

Berkley Lake City Hall is closed to walk-in visitors at least until March 30. City staff are available during regular hours to conduct business remotely by telephone and email. Please call (770) 368-9484 or go to [berkeleylake.com](http://berkeleylake.com) for additional information. Business that must be conducted in-person will be by appointment only. <https://www.berkeley-lake.com/>

### VI. **City of Brookhaven**

Brookhaven City Hall is closed to public until March 30<sup>th</sup> and the Community Development team is now working remotely.

The City had switched to electronic permitting and plan review about 18 months ago, so that portion of our operations have not changed with this event. Inspections requested for today and yesterday were postponed and we will resume our normal inspection schedule tomorrow morning with “no-contact” protocols in place.

Should you have any additional questions or concerns, please do not hesitate to contact the department at 404-637-0532.

## VII. City of Canton

The City of Canton has closed City Hall to the public until March 27<sup>th</sup>. The City is encouraging online and/or email submittals for all applications and plans. April Planning Commission and Board of Zoning Appeals meetings may be cancelled. A final determination has not been made at this time.

## VIII. City of Chamblee

Walk-in visitors to city offices are discouraged to limit the opportunity for large groups to congregate. Applications are requested to be submitted electronically, online or by mail. The online portals for each are located here:

- Alcohol Licensing: <https://www.chambleega.com/148/Alcohol-Licenses>
- Occupation Tax Renewal: The city is granting a 30-day extension on occupational tax renewals. Please pay these online or by mail.
  - Instructions for online payments: <https://www.chambleega.com/149/Occupational-Tax-Certificates>
- Building Permits and Zoning Applications: [chambleedevelopment@chambleega.gov](mailto:chambleedevelopment@chambleega.gov) ; some permits may be submitted online: <https://talktomycity.com/search/Cha01>
- Open Records Requests Portal: [https://chambleega.govqa.us/WEBAPP/\\_rs/\(S\(lopwk5xpwwucxteaw4dgxkvf\)\)/supporhome.aspx](https://chambleega.govqa.us/WEBAPP/_rs/(S(lopwk5xpwwucxteaw4dgxkvf))/supporhome.aspx)
- Onsite fingerprinting will be discontinued for permits. The city is implementing GAPS for your fingerprint needs. <https://www.aps.gemalto.com/index.htm>. They expect this to be operational by March 20, 2020.

If you need to meet with city staff, you may contact staff members directly or make an appointment through [info@chambleega.gov](mailto:info@chambleega.gov). The City offers conference calls and video calls as an option. If you need to meet with Police department staff, please contact Julie Shrader at 470-395-2479 or email her at [jshrader@chambleega.gov](mailto:jshrader@chambleega.gov).

City staff will not meet with individuals who have symptoms of the seasonal flu or Coronavirus.

All other Municipal Court Sessions scheduled for the remainder of March and April will be rescheduled. Individuals who are scheduled for these sessions will receive further instructions by mail.

City Council, Downtown Development and other City Commissions and committees will go on

as planned. You may watch City Council meetings online the day after the meeting on the city's YouTube Channel, Our Chamblee. The city is reviewing options for live streaming these meetings at a future time.

#### **IX. City of Chattahoochee Hills**

The City of Chattahoochee Hills will discontinue all in-person services indefinitely as of tomorrow, Tuesday, March 17, 2020. This includes all non-essential business activities. Essential employees, including fire, police, and public works personnel, will report to work as normal. Other essential City functions (like building and business permitting, etc.) will be handled on an as-needed basis by appointment only – please dial 770.463.8881 for an appointment. The City has instituted a telecommute policy for all other employees.

#### **X. City of Clarkston**

City of Clarkston offices at City Hall (3921 Church St) and at City Hall Annex (1055 Rowland St) beginning the week of Monday, March 16 will be closed to the public until further notice.

Please visit our website at [www.clarkstonga.gov](http://www.clarkstonga.gov) for City services information, accessing applications, and/or contacting specific departments or City staff via email or phone.

City Staff will be working remotely and will respond to all inquiries within 24 hours.

All scheduled City public meetings, events, and activities are cancelled or postponed (rescheduled) beginning Monday, March 16 through Sunday, April 12, including, but not limited to:

Tue, March 17, Planning & Zoning Board Meeting – items rescheduled to the April 21 meeting

Tue, March 31, Council Work Session – items rescheduled to April 28 Council Work Session

Tue, April 7, Council Meeting - rescheduled to May 5 Council Meeting

#### **XI. City of Cumming**

City of Cumming has restricted public access to all City of Cumming buildings and facilities. This temporary restriction will remain in effect through March 31, 2020. All departments will remain staffed and operational, but City business will be conducted by phone and electronically. Public access to City buildings will be restricted to appointments only and to necessary in-person meetings.

#### **XII. City of Decatur**

All City of Decatur Design Environment & Construction services will continue during the building

closure. Services will require modifications as shown below:

**A. PERMITTING QUESTIONS and TRADE PERMITTING (Electric, Plumbing, HVAC)**

Call 404.377.6198. For now, payments shall be made by check only until other options become available. Checks should be made payable to the City of Decatur and mailed to: Design Environment & Construction Division, 2635 Talley St., Decatur, GA 30030.

**B. CONSTRUCTION-TREE-ENGINEERING QUESTIONS**

For all inquiries and pre-application meetings, please contact staff directly to arrange a phone call or teleconference.

**C. PLAN SUBMITTAL**

For now, plan submittal will be carried out on an appointment basis or by email depending on the scope of work. For larger project submittals we will have plan drop off boxes located in the vestibule at the front of our building daily from 10 a.m. – 12 p.m.

Please contact staff at 404.377.6198 or email: [Andrew.Burnette@decaturga.com](mailto:Andrew.Burnette@decaturga.com)  
[Kathryn.Snow@decaturga.com](mailto:Kathryn.Snow@decaturga.com)

**D. AS BUILT PLAN SUBMITTAL**

Plans can be emailed to [Andrea.Hedgebeth@decaturga.com](mailto:Andrea.Hedgebeth@decaturga.com)

**E. INSPECTIONS**

Inspections will be handled as usual by online requests only at: <https://www.decaturga.com/inspections>

**ALL OTHER QUESTIONS**

Call 404.377.6198

John Maximuk, Director, DEC

678.553.6570 or [John.Maximuk@decaturga.com](mailto:John.Maximuk@decaturga.com)

**XIII. City of Doraville**

Doraville City Hall is closed to the public. Most city staff are working from home through the end of March, reachable by phone or email.

**Permits:** To submit any building, sign, tree or trade permit, please print the application from our [website](#). Once completed, submit the form via email to [permits@doravillega.us](mailto:permits@doravillega.us). Include the property address in the subject line, as well as any pictures, site plans or notarized documents that may be needed.

If you have questions or are unsure of what is needed, refer to the appropriate checklist ([permit](#), [residential construction](#), [commercial construction](#) or [commercial renovation/addition](#)) or email permit tech Armani Skrine at [permits@doravillega.us](mailto:permits@doravillega.us). Turnaround time for permits is 10 business days. Once your permit is approved, you will be emailed an invoice with a link to make payment.

#### XIV. **City of Douglasville**

The City of Douglasville enacted a temporary moratorium which prohibits the filing of applications seeking zoning, rezoning, annexation, special land permits and development plan approvals until May 31, 2020. All meetings of the Douglasville Planning Commission are cancelled until the regular meeting of June 2, 2020. All UDO applications for permits and other approvals must be filed electronically after May 31, 2020.

#### XV. **City of Dunwoody**

Upcoming planning, zoning and variance cases have been deferred until May. This applies to cases before the City Council, Planning Commission and Zoning Board of Appeals. All public hearings will be re-advertised.

#### XVI. **City of Duluth**

Duluth Planning and Development will be staffed with limited employees from 8-4 but is closed to the public until further notice. A limited staff will be available during normal business hours to answer questions by phone at 770-476-1790.

[https://www.duluthga.net/departments/planning\\_and\\_development/index.php](https://www.duluthga.net/departments/planning_and_development/index.php)

As of now, all meetings in March are canceled. The City will decide on April as they approach that month.

##### **A. Applying for Permits**

All permit applications must be applied for through email at [permits@duluthga.net](mailto:permits@duluthga.net). Permits can be found by clicking the "Permits & Applications" link above. Plans can be uploaded onto the City's sharefile at the following link: <https://duluthga.sharefile.com/r-rf0cfaf9a0f84e41a>. After receiving a complete application, staff will respond to the applicant with the permit number, comments and applicable fees.

##### **B. Paying permit fees**

After the permit is received and reviewed, staff will provide the applicant with the applicable fees. Fees may be mailed in to City Hall or paid online by using the following link to pay for your permit: <https://duluthga.demositegw.com/start.html>

The above link will direct you to the Online Payment website. For permit fees, click on the "Planning Activity" option. Once routed to the "Planning Activity" page, type in the amount due in the "Price" box and click "Add to Cart". You must fill in the Contractor's Name, Project Address and Permit Number. Once all of the fields are filled in, click on "Add to Cart".

Click on “View Cart”. Click on “Checkout”. Fill in the applicable payment information and click “Process \$ Payment”.

### C. Requesting an Inspection

The City will continue to perform inspections in a variety of ways. When feasible, inspections will be conducted through photo, video or video chat (FaceTime, Skype, etc.) to limit exposure to potentially unsafe situations. While interacting with the public, inspectors are being asked to maintain the Centers for Disease Control recommended distance of six feet from people as much as is practical and when needed will be using face and eye protection.

Inspection requests are still to be made using the Inspection Request Line at 770-497-5333. The Building Official will contact you to schedule the inspection, make a determination on whether the inspection will be done through digital means or in person and provide instructions on how to conduct the digital inspection or prepare for an on-site inspection.

## XVII. City of East Point

The City of East Point is closed to the public until further notice.

### Planning & Community Development Department (Current Operations)

- The Community Zoning Information Meeting scheduled for **Tuesday, March 17, 2020** will be postponed until April.
- Business license renewal payments and stand-alone trade permit payments will be accepted **by mail only**.
- Building Inspection requests are being taking via email, we are keeping track of them as they come. We are not able to conduct inspections currently. You are encouraged to reach out to the inspection division by phone and email as they are available during the following work hours: 7am-4pm Monday through Friday.
- Plan submittals that require a plan review will be postponed until April.
- All submittals of zoning related applications will also be postponed until April.

## XVIII. City of Fairburn

Fairburn City Hall will be closed to the public until further notice.

However, city officials are still providing services to our citizens and customers during this challenging period of time.

Regarding Community Development Services, the process depends on the type of permit(s) or plan(s) the applicant would like to apply for or submit.

**To pull a trade permit and/or submit building plans**, the applicant can make an appointment with Maiico Singleton, Permit Clerk, by phone at (770-964-2244 ext. 401 or email: [msingleton@fairburn.com](mailto:msingleton@fairburn.com)).

The public is not allowed in the building, but Maiico will meet customers at the door to collect the permits, plans and permit fees.

To submit construction plans for Clearing & Grading or Land Disturbance Permits, applicants can FedEx/UPS/USPS the plans and plan review fees to 56 Malone Street S.W., Fairburn, GA 30213 the attention of the Community Development Department.

Applications for Right-of-Way Encroachment Permits are to be done electronically. The applications are located on our website and should be emailed to Marceia Lindley at [mlindley@fairburn.com](mailto:mlindley@fairburn.com).

#### **XIX. City of Hapeville**

Hapeville City Hall will be closed to the public effective March 17, 2020 through March 31, 2020. Effective March 17, 2020, Central Cashiering will suspend all inside walk up transactions. We encourage transactions, online, bank bill-pay, mail, drop box, and drive up teller. Public, in-person attendance at all upcoming City meetings are being suspended and will be prohibited through March 31, 2020. Scheduled meetings may be held via voice conference in accordance with OCGA regulations.

#### **XX. City of Holly Springs**

The City of Holly Springs will remain open for normal business operations 8:00 a.m.-5:00 p.m. All public meetings of City-related boards, commissions, and committees, including City Council meetings have been canceled through the end of March, except for a Special Called Council Meeting on March 18<sup>th</sup> at 6:30 p.m.

The City is encouraging all customers to use phone or online services. If business is able to be conducted by email, please send a message to [admin@hollyspringsga.us](mailto:admin@hollyspringsga.us) and the request will be promptly routed to the appropriate department. If you need to make a payment for permits, taxes, or applications, please call 770-345-5536 to make a payment by phone. All plan, permit, and application submittals may now be submitted online at [www.hollyspringsga.us](http://www.hollyspringsga.us) under the *E-Gov Services* tab.



## XXI. City of Johns Creek

As of 5 p.m., Monday, March 16, the Johns Creek City Hall is closed to the public and non-essential personnel until further notice.

Effective March 23, 2020, the City of Johns Creek Community Development Department will be accepting permit applications by email due to COVID-19 and the City Hall closure.

### Email the application to the appropriate division:

- Planning & Zoning review applications to [PandZ@johnscreekga.gov](mailto:PandZ@johnscreekga.gov)
  - P&Z permits can be found [here](#)
- Building Permit applications to [building.permits2@johnscreekga.gov](mailto:building.permits2@johnscreekga.gov)
  - Building permits can be found [here](#)
- Land Disturbance Permit applications to [landdevelopment@johnscreekga.gov](mailto:landdevelopment@johnscreekga.gov)
  - Development permits can be found [here](#)

\*Please upload all plans to the City's ShareFile: [Here](#)

### Document upload requirements:

- Provide uniform filename convention [address\_owner/tenant name\_permit type (P&Z; Building; or Development)]
- Electronic plan set (PDF) shall be no larger than 11"x17" and no smaller than 8.5" x 11"
- CAD files will not be accepted

***Upon review and confirmation of the completeness of the application, staff will respond with the permit number, comments (if applicable) and applicable fees.***

### Payment of permit fees:

Once the permit application is received, reviewed, and confirmed to be complete by staff, the applicant will be provided with the applicable fee information. Checks may be dropped-off at City Hall or a [credit card authorization form](#) may be submitted electronically.

- When opting to drop-off payment, please direct your check (no cash will be accepted) to the payment counter located immediately on the right-hand side entering into City Hall
- To avoid processing delays, please reference the applicable permit number and address on the check

### Inspections:

The City will continue to provide building and land inspections within 48 business hours upon receiving an inspection request. To schedule an inspection, call the Inspections Hotline at **678-512-**

**3330** or use the [JC Now app](#). Please note that daily inspection load may impact response times due to limitation of available personnel.

## **XXII. City of Lawrenceville**

City facilities will currently open during normal business hours. [Lawrenceville Housing Authority](#) offices will be closed the week of March 16 and future operations will be evaluated later in the week. Resident services are still being provided as normal.

## **XXIII. City of Lilburn**

Lilburn City Hall and other City Administrative Offices are temporarily closed to the general public until further notice.

Permits and Inspections:

- Land disturbance, site development, building and trades permits will continue to be issued. Permit applications are available [online](#). Completed permit applications with checks to pay applicable fees should be mailed to: The City of Lilburn, Attn: Planning Department, 340 Main Street, Lilburn, GA 30047. City staff will contact you when the permit application with payment is received.
- Site and building inspections will continue. Please contact the Planning Department at 770-279-3710 to schedule an inspection.

## **XXIV. City of Lithonia**

All public meetings of boards, commissions and committee have been postponed until April 2020.

## **XXV. City of Marietta**

The City of Marietta is open for business. No services have been suspended, although customers are encouraged to call or use on-line services and applications as much as possible. Over a year ago, the City changed its processes such that all plan submissions and plan reviews are done electronically, so there will be no disruption in that service.

## **XXVI. City of McDonough**

All City of McDonough government buildings will be closed to the public until March 20<sup>th</sup>, as a precautionary measure regarding COVID-19. All City of McDonough personnel are reporting to work as normal, unless they are sick, in which case they are advised to stay home.

## XXVII. City of Norcross

The City of Norcross City Hall remains open to visitors at this time. In an effort to be as expeditious as possible and to offer alternates for those who cannot make it in, we are funneling all Community Development related plan intake, now including change of occupancy applications, to the City's exchange site at <https://norcrossga.eps.tech/norcrossga/index.html>. The City Building Inspector continues to respond to requests for inspections by following the normal request process at [permits@norcrossga.net](mailto:permits@norcrossga.net).

The City's Architectural Review Board Meeting for March has been postponed indefinitely. Other Board meetings may follow suit, but it is unknown at this time until directed by the Mayor and Council. The City has set up a GotoMeeting account as well so that we can continue to facilitate meetings for customers of both Community and Economic Development when phone meetings may not suffice.

## XXVIII. City of Powder Springs

The City of Powder Springs will undergo a "modified closure" that will close to the general public all city facilities. The closure will take effect at 12:01 a.m. Wednesday and will be re-evaluated on March 30.

While public access to City facilities is closed, limited services will continue.

**Permits | Licenses | Zoning Applications:** Applications are found on our website at [www.cityofpowdersprings.org](http://www.cityofpowdersprings.org) on the Community Development page. You may submit your application to [commdev@cityofpowdersprings.org](mailto:commdev@cityofpowdersprings.org) or leave it in the mail drop box at City Hall at the side entrance. Someone from Community development will contact you regarding your application. You may submit your fees for the application in the mail drop box at City Hall at the side entrance or call Tina Garver at 770-943-8001, ext 361. She can assist you with credit card payments over the phone.

**Construction Inspections** will continue each week and following a rain event.

**Building Inspection:** please call our Building Official to schedule an inspection at 770- 914-2377.

## XXIX. City of Roswell

The City of Roswell has closed all indoor City facilities to the public, including City Hall, **until** further notice and has canceled all events through May 10 **and** all public meetings through March 29.

Effective March 17, 2020, the City of Roswell Community Development Department will not

accept in-person applications for Planning & Zoning reviews; Engineering (Land Disturbance or Tree Removal Permits, Building Permits; Temporary Sign, Garage Sale, and Photo permits; and new Business Licenses.

The following applications may be submitted by email:

- Administrative Planning & zoning review applications to [planningandzoning@roswellgov.com](mailto:planningandzoning@roswellgov.com)
- Land Disturbance or Tree Removal Permit applications to [engineering@roswellgov.com](mailto:engineering@roswellgov.com)
- Building Permit applications to [buildingpermits@roswellgov.com](mailto:buildingpermits@roswellgov.com)
- Business License renewal applications to [bussinessregistration@roswellgov.com](mailto:bussinessregistration@roswellgov.com)

In-person acceptance of applications will resume when the City returns to normal operation of services.

### XXX. City of Sandy Springs

Many city services, such as filing for most permits and payments can be conducted online:

[Submit](#) a building permit, view the status of a permit, schedule an inspection, or view the status of a code ordinance violation. Thursday Developer Meetings will continue via **online** channels.

### XXXI. City of Stone Mountain

City Hall will be closed to public access starting Tuesday, March 17th, 2020 for at least two weeks – through March 30th, 2020 – as a coronavirus protection. Please note that the closure is except for servicing permits and applications on Tuesdays and Fridays from 8:00am to noon by appointment only. To review the entire announcement, click [here](#).

The following meeting cancellations, facility closures, and suspension of operations are effective immediately:

- March 17th Work Session of Mayor and Council
- March 18th Historic Preservation Commission Meeting
- March 23rd Downtown Development Authority Board Meeting

### XXXII. City of Suwanee

Suwanee City Hall is temporarily closed to the general public. Essential employees will continue

to report and maintain essential operations. However, at this time all direct public interactions are suspended. To encourage online payments, convenience fees for online payments will be suspended where possible. City Hall General Information: 770-945-8996.

City officials are working as best they can to get customers through the permitting processes and are available by phone and email in working through various applications and permits. <https://www.suwanee.com/i-want-to/learn-about/covid-19/>

#### **A. Building Inspections**

All aspects of the building inspections process will be handled via email or phone. Inspections can be scheduled where circumstances allow them to be performed without others present. [Click here for more detailed information about the procedures.](#)

For more information please call 770-945-8996.

#### **B. Business Licenses**

The deadline for business license renewal has been extended from March 31 to May 29. For information about how to handle applications or renewals, [please go here](#) or call 770-904-2145.

The March 24<sup>th</sup> City Council meeting has been canceled. The City of Suwanee has canceled all April meetings and all rezoning hearings have been postponed.

### **XXXIII. City of Smyrna**

The next meeting of the Mayor and Council is the Committee of the Whole on April 2, the next City Council meeting is April 6, and the next scheduled Planning and Zoning meeting is April 13. The City will re-evaluate at the end of the March on how the city will proceed going forward, which may include meeting via teleconference. If public meetings are conducted via teleconference, all public meetings will remain available to the public to access, listen and review after the meetings are completed.

Please be aware that the issues surrounding COVID-19 are very fluid and these processes could change at any point. Community Development will do its best to accommodate the public's need for service, but it will not sacrifice the health and well-being of the City's residents and employees in the process of providing service. Should you have any issues, concerns or recommendations regarding any processes outlined above, please feel free to contact Rusty Martin, Community Development Director, at [rgmartin@smyrnaga.gov](mailto:rgmartin@smyrnaga.gov)

#### **Building Permitting:**

- **Building Inspections & Building Code Interpretations:** Anthony Carter – [acarter@smyrnaga.gov](mailto:acarter@smyrnaga.gov)
- **Plan Review Submittals:** Caitlin Crowe– [ccrowe@smyrnaga.gov](mailto:ccrowe@smyrnaga.gov)
- **Building Permit Submittals:** Nadia Campbell - [ncampbell@smyrnaga.gov](mailto:ncampbell@smyrnaga.gov)

- **Standalone Permit Submittals (HVAC, Electrical, Plumbing):** Nadia Campbell - [ncampbell@smyrnaga.gov](mailto:ncampbell@smyrnaga.gov)
- **Subcontractor Affidavits:** Nadia Campbell – [ncampbell@smyrnaga.gov](mailto:ncampbell@smyrnaga.gov)
- **Permit & Forms:** All forms for the listed above services can be found [here](#) and plan review applications/checklists [here](#)

### **Building Inspections:**

- The Community Development Department and the Fire Marshal's office will continue to do next-day inspections. The Chief Building Official and Fire Marshal may implement safety precautions to mitigate any potential exposure to Covid-19 for staff. If you have any questions regarding the inspections or the inspection process please contact: Anthony Carter - [acarter@smyrnaga.gov](mailto:acarter@smyrnaga.gov)
  - For inspections from the City's Building Division, please call 678-631-5010 by 4 p.m. the day before the date of the requested inspection.
  - For inspections from the City's Fire Marshal office, please call 770-431-3555 by 3 p.m. the day before the date of the requested inspection.

### **Business & Privilege Licensing:**

- **Business Licensing:** Kelly Moon – [kmoon@smyrnaga.gov](mailto:kmoon@smyrnaga.gov)
- **Permits & Forms:** All forms for the listed above services can be found [here](#)

### **Planning and Zoning:**

- **Zoning Code Questions & Interpretations:** Joey Staubes - [jstaubes@smyrnaga.gov](mailto:jstaubes@smyrnaga.gov)
- **Zoning Requests – Rezoning, Zoning Amendments, Special Use Permits:** Joey Staubes - [jstaubes@smyrnaga.gov](mailto:jstaubes@smyrnaga.gov)
- **Variance Requests – Residential and Non-Residential:** Caitlin Crowe - [ccrowe@smyrnaga.gov](mailto:ccrowe@smyrnaga.gov)
- **Sign Permits:** Joey Staubes - [jstaubes@smyrnaga.gov](mailto:jstaubes@smyrnaga.gov)
- **Zoning Verification Letter:** Caitlin Crowe - [ccrowe@smyrnaga.gov](mailto:ccrowe@smyrnaga.gov)
- **Tree Removal Permits:** Caitlin Crowe - [ccrowe@smyrnaga.gov](mailto:ccrowe@smyrnaga.gov)
- **Permits & Forms:** All forms for the listed above services can be found [here](#) and sign permits [here](#)

### **Additional Information for Plan Submittals**

- [Residential Plan Review Information & Inspections](#)
- [Commercial Plan Review Information & Inspections](#)
- [Land Disturbance Plan Review Information](#)

**XXXIV. City of Sugar Hill**

Effective Friday, March 20<sup>th</sup>, Sugar Hill City Hall will be closed to the general public. Staff will continue to report to City Hall or connect remotely, carrying out the daily functions of the city.

You may reach Planning & Development Director [Kaipo Awana](#) directly at (678) 541-6127 or by email [kawana@cityofsugarhill.com](mailto:kawana@cityofsugarhill.com).

Or email our staff directly:

For all inquiries about building permits, reviews or inspections or other general inquiries please contact our Admin [Nicole Klein](#), [nklein@cityofsugarhill.com](mailto:nklein@cityofsugarhill.com)

For all inquiries about development plan reviews and erosion control inspections please contact Planning Technician [Kim Landers](#), [klanders@cityofsugarhill.com](mailto:klanders@cityofsugarhill.com)

**XXXV. City of Tucker**

The City of Tucker offices are closed to the public, including the Building and Finance Departments while staff will assist over the phone and through electronic submission.

Building Department

- Intake of new permit applications and plans can be sent to [permits@tuckerga.gov](mailto:permits@tuckerga.gov) Submittal of paper applications and plans is suspended at this time.
- Plans that have already been submitted will continue through the review process and staff will contact the applicant with details on permit issuance.
- Inspections will continue, although we are suspending residential renovation inspections where the home is occupied.

Land Use Applications & Public Hearings

- Upcoming planning, zoning and variance cases have been rescheduled to April.

**XXXVI. City of Woodstock**

The City of Woodstock is open for business. Offices are temporarily closed to the public to limit exposure to the COVID-19 virus as city staff continues to serve residents and businesses. A number of online options for interacting with your city government are available and under development.

The March 23 Regular Meeting of Mayor and Council has been cancelled. The April 2 Planning Commission Meeting has been cancelled as well. The public can watch City Council Meetings and Planning Commission Meetings online at <http://woodstockga.igm2.com/Citizens/Default.aspx>

The April meeting of Woodstock Downtown Development Authority is cancelled.

Building and site plans can be submitted by email or left in the bin outside the Building Permits office at the City Hall Annex (12453 Hwy 92). If you need assistance, call 770-592-6036 or email [woodstockbuilding@woodstockga.gov](mailto:woodstockbuilding@woodstockga.gov).

Development Services is assisting with licenses, permits and applications by email or through the Utility Billing window at the City Hall Annex (12453 Hwy 92). For assistance, call 770-592-6054 or email [businesslicense@woodstockga.gov](mailto:businesslicense@woodstockga.gov). If you need assistance with Planning and Zoning matters, call 770-592-6050 or email [planning@woodstockga.gov](mailto:planning@woodstockga.gov). Follow City of Woodstock, GA on Facebook, @woodstockgagov on Twitter, or go to [www.woodstockga.gov](http://www.woodstockga.gov) for additional closure and cancellation information as well as resources for COVID-19 response.

## Counties

### I. Cherokee County

Cherokee County will close government offices to the public March 18 through March 31. The Cherokee County Tax Commissioner's Office will close to the public beginning March 18 and will remain closed until further notice. In accordance with CDC guidelines, all county-sponsored public gatherings will be postponed or canceled until further notice. Cherokee County will continue to operate during normal business hours. All offices will continue to be accessible through phone and email to answer any questions or concerns. To contact an individual department, visit [www.cherokeega.com](http://www.cherokeega.com) or call 678- 493-6000. The county will continue to monitor and provide updates on this rapidly evolving situation and its local impacts.

### II. Cobb County

- All zoning and variance hearings for the remainder of March and April have been canceled and those cases are expected to be heard in May. We will continue to accept new applications for zoning, variances, etc. We will not have the applicant meetings right now as we typically do, given the CDC's recommendations regarding social distancing. Any comments, questions, etc. will be handled by email and/or phone call. Our zoning staff will be reduced in the office, but they will be telecommuting.
- Permitting will continue with some modifications. As you are likely aware, many permits can be applied for online. We are encouraging everyone to take advantage of our online services to the extent possible. Our lobby will be open 8:00-5:00, with a closure 1:00-2:00 to allow our limited staff to take lunch and disinfect the lobby areas. During office hours, we will accept permit applications, plans, business license applications, etc. We will limit the number of individuals in



the lobby areas, again based on social distancing guidelines. There will be a designated waiting area outside the lobby for queuing.

- One-stop and site plan review meetings are canceled until further notice. While we will not be meeting face to face to review plans, we will still be reviewing plans and providing comments via email.
- Inspections will continue. Inspections should be scheduled through the online portal. We will be inspecting commercial and new construction; however, given the current health concerns, we will not be inspecting inside homes that are occupied (for instance, basement remodels, etc.) in order to minimize the risk to our inspectors.

#### **A. Canceled or postponed meetings**

- On-site One-Stop and Site Plan Review meetings: canceled until further notice
- Interdepartmental correspondence and staff-customer communication will still occur by email and phone. Please email David Griffin at [david.griffin@cobbcounty.org](mailto:david.griffin@cobbcounty.org) for any questions.
- On-site zoning applicant meetings: canceled until further notice
- Interdepartmental correspondence and staff-customer communication will still occur by email and phone. Please email [zoning@cobbcounty.org](mailto:zoning@cobbcounty.org) or call (770) 528-2027 for any questions, comments, or concerns.
- March and April Zoning Hearings
  - March 17 Zoning Hearing: canceled
  - April 21 BOC Zoning Hearing: rescheduled for May 19, 2020
- April Planning Commission Hearing
  - April 7 PC hearing: rescheduled to May 5, 2020
- April Board of Zoning Appeals Hearing
  - April 15 BZA hearing: rescheduled for May 13, 2020
- March Business License Review Board Meeting: canceled
- April Historic Preservation Commission Meeting: canceled

### **III. DeKalb County**

In efforts to adhere to the health standards preventing further spread of COVID-19, DeKalb County has restricted access to all government buildings and facilities to the public starting Monday, March 16, 2020.

While physical access to county facilities will be restricted to the general public, county services will still be available.

For further assistance, contact the Planning and Sustainability Department Divisions below:

Planning[plansustain@dekalbcountyga.gov](mailto:plansustain@dekalbcountyga.gov)

(404) 371-2155 Opt. 4

Zoning[plansustain@dekalbcountyga.gov](mailto:plansustain@dekalbcountyga.gov)

(404) 371-2155 Opt. 3

## Business License

[bllicense@dekalbcountyga.gov](mailto:bllicense@dekalbcountyga.gov)

(404) 371-2461 Opt. 5

## Permits

[permitinfo@dekalbcountyga.gov](mailto:permitinfo@dekalbcountyga.gov)

(404) 371-2155 Opt. 3

## Land Development/Arborist

[permitinfo@dekalbcountyga.gov](mailto:permitinfo@dekalbcountyga.gov)

(404) 371-2155 Opt.7

## Inspections

[lbell@dekalbcountyga.gov](mailto:lbell@dekalbcountyga.gov)

(470) 808-1000

GIS[GIS@dekalbcountyga.gov](mailto:GIS@dekalbcountyga.gov)

(404) 371-2914

Watershed Management Planning & Development

404-687-3599

404-371-2835

DeKalb County has postponed the regularly scheduled BOC Business meeting **and** Zoning meeting, both scheduled for Tuesday, March 24.

**IV. Forsyth County**

Forsyth County Government is open for regular updates regarding meetings and cancellations please [read here](#).

**V. Gwinnett County**

Gwinnett County Government buildings in the Lawrenceville area will be closed to the public March 19 – 23, 2020, for professional cleaners to thoroughly clean and disinfect the facilities. During this time, county leaders will also evaluate and rework as needed traffic flow within buildings, reception areas and public queuing areas to address current social distancing guidance from the Centers for Disease Control and Prevention to help ensure the health and

safety of employees and the public.

After the deep cleaning, the Department of Planning and Development will reopen March 24 with limited staff on-site but they will be able to respond to emails. Residents and business owners are encouraged to take advantage of **online services** or email any questions or inquiries.

**Specific Inquiries:**

Building Plan Review: **[building.planreview@gwinnettcountry.com](mailto:building.planreview@gwinnettcountry.com)**

Code Enforcement: **[codeenforcement@gwinnettcountry.com](mailto:codeenforcement@gwinnettcountry.com)**

Development Plan Review: **[site.planreview@gwinnettcountry.com](mailto:site.planreview@gwinnettcountry.com)**

Fire Marshal: **[fire.planreview@gwinnettcountry.com](mailto:fire.planreview@gwinnettcountry.com)**

License and Revenue: **[GC-License-Revenue@gwinnettcountry.com](mailto:GC-License-Revenue@gwinnettcountry.com)**

Permitting: **[PNDOnlinePermits@gwinnettcountry.com](mailto:PNDOnlinePermits@gwinnettcountry.com)**

Residential Drainage Plan: **[P&DReviewRDPElectronicEmail@gwinnettcountry.com](mailto:P&DReviewRDPElectronicEmail@gwinnettcountry.com)**

Retaining Walls: **[PND-Retwall@gwinnettcountry.com](mailto:PND-Retwall@gwinnettcountry.com)**

Stormwater/Water/Sewer: **[P&DStorm-Water-SewerPlanReview@gwinnettcountry.com](mailto:P&DStorm-Water-SewerPlanReview@gwinnettcountry.com)**

**General Inquiries:**

**[Planning&DevelopmentReceptionist@gwinnettcountry.com](mailto:Planning&DevelopmentReceptionist@gwinnettcountry.com)**

**[Planning&Development@gwinnettcountry.com](mailto:Planning&Development@gwinnettcountry.com)**

The Gwinnett County Board of Commissioners public hearing for Tuesday, March 24 at 7pm has been canceled. An internal task force has been working to evaluate existing policies and prepare additional plans for business continuity to allow us to continue to provide essential services to the community. Click on the link for **[Department Operating Hours & Phone Contact Information](#)**.

The Planning Commission regularly scheduled public hearing on April 7, 2020 at 7:00 p.m. has been canceled due to the COVID-19 Public Health Emergency. All agenda items scheduled to be heard on the April 7, 2020 at 7:00 p.m. agenda will be rescheduled for the Planning Commission's next regularly scheduled public hearing on May 5, 2020 at 7:00 p.m. in the Gwinnett Justice and Administration Center Auditorium located at 75 Langley Drive in Lawrenceville, Georgia.

## **VI. Henry County**

In an effort to decrease the spread of the COVID-19 coronavirus, Henry County Government is going to a full telework schedule for the remainder of this week, beginning at 5 p.m. on March 17, 2020.

All county facilities, with the exception of the courts and the Elections Office, will be closed through Sunday, March 22, at which time the situation regarding this public health crisis will be re-evaluated by county officials.

The following list of services are available online:

**Building and Plan Review**

- Development Plan Review Submittals for Residential Land Disturbances, Commercial Land Disturbances and Development Permits (Residential and Commercial)
- Commercial Building Permit Plan Review Submittals
- Residential Building Permit Plan Review Submittals

**Planning and Zoning**

- Sign up for pre-applications and appointments will be scheduled when county facilities reopen