



# PLEASE READ THE FOLLOWING PRECAUTIONARY MEASURES BEING IMPLEMENTED FOR THE SAFETY AND WELL-BEING OF YOU AND OUR STAFF DUE TO COVID-19 (CORONAVIRUS)

REVISED 6/17/2020

## Expanded Electronic Services

- Email permit submittals have been expanded to allow for submittal of roofs, windows, doors, garage doors, shutters, fences, pre-fabricated sheds, a/c change-outs, water heater replacements, water re-piping and most other single trade permit applications with Florida Product Approvals or Miami-Dade Notice of Acceptance. Emails should be sent to [building@cityoffortpierce.com](mailto:building@cityoffortpierce.com)
- Unfortunately, at this time we cannot accept electronic submittal of large format signed and sealed engineered drawings.
- You may also submit Notice of Commencement forms, Re-roof Nailing Certifications, Request for Permit Extension/Renewal forms via e-mail to the assigned permit technician. If you are unsure who the assigned permit technician is, please send your email to [building@cityoffortpierce.com](mailto:building@cityoffortpierce.com)
- For building violation cases, and inquiries regarding Special Magistrate hearings, please send your email to [ebeck@cityoffortpierce.com](mailto:ebeck@cityoffortpierce.com) and carbon copy to [scoss@cityoffortpierce.com](mailto:scoss@cityoffortpierce.com)
- Feel free to contact the Building Department at (772) 467-3718 with any questions you may have.



## Visiting the Building Department

- Until further notice, the Building Department is available by appointment only.
- Appointments will only be made Monday through Friday from 9 AM to 3 PM.
- Appointments should be scheduled in advance. Appointments may not be available if you show up to City Hall unannounced.
- Most permit and document submittals will be accommodated via email, US Mail, UPS or FedEx.
- For emergency permits or permits that may not be handled via email, US Mail, UPS or FedEx, appointments will be scheduled by the Building Department to allow for submittal.
- Availability of appointments will be limited based on the level of staffing available.
- If you are more than 10 minutes late for your appointment, your appointment will be cancelled.
- Except for permit or document submittal, meeting requests with staff members will not be accommodated at this time.
- To schedule an appointment, contact Kim West at (772)467-3199 or [kwest@cityoffortpierce.com](mailto:kwest@cityoffortpierce.com)
- Customers and staff should stay at least 6 feet apart. Red tape has been placed on the floor to maintain 6 feet of separation from staff. A red "X" has been placed on the floor marking 6 feet of separation from other customers.
- Please prepare all documents prior to visiting the building department. All permit forms may be accessed and printed from our website, [www.cityoffortpierce.com](http://www.cityoffortpierce.com). Under the Building Department, navigate to "Permitting" and then to "Permit Forms".
- Please only approach the counter to present documents to staff. Once documents have been placed on the counter, please return to the red line.
- While cash is still accepted, payment with credit card or check is preferred.
- Feel free to contact the Building Department at (772) 467-3718 with any questions you may have.



## Inspection Services

- For the safety and well-being of you and our staff, interior inspections for occupied or recently occupied structures will be performed at the discretion of the inspector.
- When possible, for interior inspections, please present the inspector with photographs or video of the work to be inspected. Photographs and short videos should be emailed directly to the inspector. See below for email addresses.
- If the inspector requests a live video, you will be sent an email link from Microsoft Teams. Please see the next page regarding Microsoft Teams.
- It will be at the discretion of the inspector if the work may be approved upon viewing the photographs or video taken.
- If the inspector cannot approve the work performed based upon photograph or video and an interior inspection is not performed, you may reschedule the inspection once full city services have been restored; or, you may contact an architect or engineer to inspect and certify that the work was done pursuant to the approved plans and performed in a manner compliant with the Florida Building Code. Such certification shall be signed and sealed by the Engineer and is subject to review and approval.
- After-hour and weekend inspections are not being offered at this time.
- Non-permit related interior inspections regarding minor or moderate property maintenance issues will not be performed at this time. Please contact the city again once full city services have been restored.

### Inspectors

Cristobal Bossano- [cbossano@cityoffortpierce.com](mailto:cbossano@cityoffortpierce.com)

Kevin Grant- [kgrant@cityoffortpierce.com](mailto:kgrant@cityoffortpierce.com)

Paul Julin- [pjulin@cityoffortpierce.com](mailto:pjulin@cityoffortpierce.com)

Tim Little- [tlittle@cityoffortpierce.com](mailto:tlittle@cityoffortpierce.com)

Frank Remling- [fremling@cityoffortpierce.com](mailto:fremling@cityoffortpierce.com)

Ed Roseberry- [eroseberry@cityoffortpierce.com](mailto:eroseberry@cityoffortpierce.com)

Ed Smith- [esmith@cityoffortpierce.com](mailto:esmith@cityoffortpierce.com)



## Microsoft Teams

- Please note that photographs and videos emailed directly to the inspector are preferred.
- If the inspector requests a live video, s/he will set up an online meeting request.
- You will receive an email from Microsoft Teams and will be prompted to download the “Teams” app.
- Please note that you do not need to create an account or follow any directions to sign in. Once the app has downloaded, go back to the email that contained the invitation to the online meeting.
- Click “Join as a guest”
- Type in your name and click “Join meeting”
- You will be connected to the meeting and will be able to see the inspector.
- To share your video feed, you may have to touch your screen to bring up the menu bar.
- The menu bar will have a picture of a microphone, speaker, three dots and a phone.
- Select the three dots and then select “Share”.
- Select “Share Video”
- If you are prompted with a security alert asking you to allow access, please follow the prompt to allow access.
- Once sharing is allowed, select “Start Presenting”, this will allow the inspector to see what you are shown on your screen.
- At the end of the inspection, you may select the red phone to end the online meeting.