

# **BUILDING DEPARTMENT NOTICE**

Due to the COVID19 pandemic and concern for the employees and general public health, the Frontenac Building Department will be working remotely. We will have full access to emails, phones and inspection schedules. We will also continue plan reviews and issuance of permits.

Inspections: Inspections are scheduled through the general number, 994-3200. Inspections will be limited to Monday, Wednesday and Friday. The inspector will not do a building inspection in an occupied structure unless the inspector is assured that the no occupant in the structure has COVID19 and no one is in quarantine. Also, an inspector will not go into a structure (new home, new commercial building, addition, etc.) that has individuals in the structure (for example no workers, owners or contractor). We ask anyone to refrain from scheduling a final inspection unless it is absolutely necessary. The City **will accept approved third party inspections** for footings and foundations as long as the City receives a copy of the report. Approved third party inspectors are companies that have routinely been approved by the City in the past or the licensed design professional (Missouri Licensed Architect or Engineer) of record.

Permitting: City Hall is closed to the public with the exception of a table at the front door, there is no admittance beyond that point. Anyone applying for a permit may do so by placing the permit applications and related plans and specifications in the mail container on the left side of the table, application fees are temporarily suspended. Please call 994-3200 when you drop the documentation off, we will have someone place the documents in a three day hold area. When the plans are reviewed the reviewer will contact the applicant with any questions or the need to submittal of revised plans. Once the permit is approved the applicant will be contacted with all pertinent information for picking up and paying for the permit.

Miscellaneous Business: Anyone wishing to obtain information on code requirements, citizen concerns and regular building department business contact us by phone at 994-3200. You will be directed to the appropriate staff member.

This procedure will be in place until further notification.

Thank you for your patience during this difficult time.

John Morgan

Building Commissioner and Zoning Administrator