BUILDING PERMIT & CONSTRUCTION RESTRICTIONS
COVID-19 PANDEMIC UPDATE

Effective starting at 6 PM on Friday, April 3, 2020 through 11:59 PM on Monday, April 13, 2020 (“Term”)

Based on Governor’s Kemp’s executive order issued April 2, 2020 regarding “shelter in place” and Critical Infrastructure, it has been determined that “workers performing housing construction related activities to ensure additional units can be made available” are considered a Critical Infrastructure and are allowed to continue during the Term. Furthermore, all commercial construction related to Critical Infrastructure are also allowed to continue during the Term. However, given the close proximity nature of construction and guidelines for social distancing and sanitation, certain restrictions are immediately in effect until further notice. These restrictions are implemented for the safety of City residents, workforce and employees as we try to maintain continuity of service for the construction industry.

RESIDENTIAL PERMITTING & CONSTRUCTION RESTRICTIONS:

Permits Currently Under Construction:

• Any new single-family attached/detached homes shall be allowed to be completed and issued a Certificate of Occupancy (CO) in accordance with City code provisions.

• Any existing interior alterations or additions to single-family attached/detached homes shall be allowed to be completed and issued a Certificate of Occupancy (CO) or Certificate of Completion (CC) in accordance with City code provisions, for the following conditions:
  • For major projects where the house is not occupied.
  • For interior renovations where the house is occupied during construction and does not provide a secure building envelope (open to the elements) or limits the minimum life safety items such as HVAC, a functioning kitchen and a functioning full bathroom.

All other interior alterations or additions are considered non-essential and shall stop immediately. Work is suspended for such non-essential work to limit the potential spread of COVID-19 from outside influences.

• All existing pool permits shall be allowed to be completed and issued a Certificate of Completion (CC) in accordance with City code provisions. This is allowed to ensure a safe worksite at any occupied residence.

Permits Currently Under Plan Review and New Permit Applications:

• All residential building permit and pool permit applications may be submitted and shall be reviewed until all design requirements are met for the issuance of a new permit; however, no new permits shall be issued during the Term. Exception: If an applicant can demonstrate a hardship in writing, City staff may authorize a release of that permit.

COMMERCIAL PERMITTING & CONSTRUCTION RESTRICTIONS:

Permits Currently Under Construction:

• Any new or existing commercial projects related to Critical Infrastructure shall be allowed to be completed and issued a Certificate of Occupancy (CO) or Certificate of Completion (CC) in accordance with City code provisions.
COMMERCIAL PERMITTING & CONSTRUCTION RESTRICTIONS (continued):

Permits Currently Under Construction (continued):

- Any interior renovation to commercial projects that are not related to Critical Infrastructure shall be limited to unoccupied spaces. **All other interior renovation to commercial projects that are not related to Critical Infrastructure are considered non-essential and shall stop immediately** until further notice.

- Any new apartment complexes that are currently under construction shall be allowed to be completed and issued a Certificate of Occupancy (CO) in accordance with City code provisions. Discussion and consideration of Temporary Certificates of Occupancy (TCO) will be considered; however, due to the COVID-19 pandemic and the Governor’s State of Emergency declaration, the City reserves the right to prohibit the occupancy of the individual floors for health safety reasons.

- Any existing apartment complex that was issued a permit to correct failures or deficiencies shall be allowed to complete those corrections and issued a Certificate of Occupancy (CO) or Certificate of Completion (CC) in accordance with City code provisions.

- No construction through-traffic is allowed in occupied spaces once a CO or TCO is issued.

- All utility type work that requires neighboring residences to be notified of the work being conducted shall be temporarily halted. This type of work is typically associated with upgrades that are not necessary at this time. However, all necessary utility repairs are allowed to continue as normal.

Permits Currently Under Plan Review:

- All commercial building permit applications shall be reviewed until all design requirements are met for the issuance of a permit; however, **only new permits for Critical Infrastructure shall be issued** at this time. Exception: If an applicant can demonstrate a hardship in writing, the City may authorize a release of that permit.

New Permit Applications:

- All new commercial building permit applications shall be allowed to be submitted and reviewed until all design requirements are met for the issuance of a new permit; however, **only new permits for Critical Infrastructure shall be issued** at this time. Exception: If an applicant can demonstrate a hardship in writing, the City may authorize a release of that permit.

ON-SITE JOB RESTRICTIONS AND PROCEDURES:

All active construction sites shall implement measures which mitigate the exposure and spread of COVID-19 among its workforce. Such measures shall include, but not be limited to, the following:

1. Screening and evaluating workers who exhibit signs of illness, such as fever over 100.4 degrees Fahrenheit, cough, or shortness of breath;

2. Requiring workers who exhibit signs of illness not to report to work or to seek medical attention;

3. Enhancing sanitation of the workplace as appropriate;

4. Requiring hand washing or sanitation by workers at appropriate places within the business location;

5. At a minimum, requiring all workers to wear masks, gloves, and additional personal protective equipment as available and appropriate to the function and location of the worker within the business location;

6. Prohibiting group gatherings of ten (10) or more of workers during working hours;

7. Requiring workers to maintain six (6) feet of space between each other to the extent possible, given the nature of the premises in which the work is being done;
ON-SITE JOB RESTRICTIONS AND PROCEDURES (continued):

8. Permitting workers to take breaks and lunch outside, in their office or personal workspace, or in such areas where proper social distancing is attainable;

9. Implementing teleworking for all possible workers;

10. Implementing staggered shifts for all possible workers;

11. Holding all meetings and conferences virtually, wherever possible;

12. Delivering intangible services remotely wherever possible;

13. Discouraging workers from using other workers’ phones, desks, offices, or other work tools and equipment;

14. Providing disinfectant and sanitation products for workers to clean their workspace, equipment, and tools;

15. Prohibiting handshaking and other unnecessary person-to-person contact in the workplace;

16. Placing notices that encourage hand hygiene at the entrance to the workplace and in other workplace areas where they are likely to be seen;

17. Suspending the use of Personal Identification Numbers (“PIN”) pads, PIN entry devices, electronic signature capture, and any other credit card receipt signature requirements to the extent such suspension is permitted by agreements with credit card companies and credit agencies;

18. A maximum of two (2) trades and six (6) workers total are allowed inside a single permitted structure at any time;

19. All inspections shall be conducted either without the homeowner/contractor present, or they must maintain a minimum of ten (10) to fifteen (15) foot separation distance from the inspector at all times.

During this COVID-19 pandemic, the Community Development Department is challenged to uphold any State and Federal mandates while maintaining the safety of our residents and workforce. These restrictions and procedures outline the current state of affairs and are subject to change as new information becomes available.

Updates will be posted on the City’s website (www.sandyspringsga.gov) and sent via email to contractors with projects currently in process or with permits pending.