

# KING GEORGE COUNTY



## DEPARTMENT OF COMMUNITY DEVELOPMENT

### COVID-19 PROCEDURES UPDATE

As of Friday, May 29, 2020, The King George County Administration Building is now OPEN for public access.

Please see below for details on conducting business, submitting permit applications, and inspection procedures for the Department of Community Development.

- ***At this time, all County offices will close at 3:30pm so that the building can be cleaned and sanitized.***
- ***Inspections*** will be conducted Monday through Friday. Inspections that are considered non-essential are requested to be postponed to a later date. Our office will perform outdoor inspections and all Final/Certificate of Occupancy inspections; all other inspections will be evaluated and handled on a case by case basis.
- ***Permits*** will be accepted Monday through Friday between the hours of 8:00am-3:30pm. The Community Development counter will be open for customers to review permit applications and submittals, applications should then be filed by the property owners last name at the drop location just outside of the counter for collection.
- If you do not wish to enter the Administration Building, outside of our office there is a ***“Community Development Drop-Off Center”*** where plans and applications can be left for collection at the end of the day. Please follow instructions as they are listed and a permit technician will contact you when your application has been received.
- ***Payment and Pick-up: we will still encourage credit card payments by phone and issue digitally signed permits in order to limit in person contact.*** Once your permit is ready for issuance, you will be emailed a digital copy of the permit to sign and return as well as an authorization statement to sign if you request a credit payment. Check payments will still be accepted and can be submitted at the counter. Permits that have completed payment and are ready for pickup will be filed by the property owners last name at the drop location just outside the counter for collection.
- ***PLEASE DO NOT LEAVE ANY FORM OF PAYMENT AT THE COMMUNITY DEVELOPMENT DROP-OFF CENTER.*** The drop off center is not secured and should be used for submittal of plans or applications only, we cannot be responsible for any lost or stolen payments.
- ***Digital or phone communication will still be highly utilized. If applications/plans can be submitted by mail or email we encourage that form of submission at this time. Please keep in mind, our office does not have program ability to review large digital plans; those will have to be submitted by mail or in person.***