

Inspection & Construction Services has outlined the following guidance to assist builders and developers in continuing construction as much as feasible while limiting interactions in the field during the COVID-19 pandemic.

## **PERMITS**

All permit applications are available online and applications are able to be submitted electronically. This can be done via the website or by emailing [building@cityofdubuque.org](mailto:building@cityofdubuque.org). Credit card payment can be made via phone, or a check can be mailed to Inspection & Construction Services. Please call 563.589.4150 for assistance with permit submittal or payment.

Emergency repairs that require immediate attention will be exempt from this payment policy, including such repairs that may happen during normal business hours. Payment of these permits should be made as soon as possible after the emergency repair has been completed.

## **BUILDING INSPECTION SERVICES**

Building Inspection services will continue, with some restrictions in place to protect the safety of the public, our builder and contractor partners, and our employees. General guidelines for all inspections:

- When scheduling any inspection, you will be asked basic health screening question(s) about the people on the job site.
- Our building inspectors are now working remotely from their vehicles and are not physically in contact with other City staff.
- We will limit exposure to as few individuals on site as possible. We request that only the Subcontractor or General Contractor interact with the inspector at the time of inspection.
- Inspection & Construction Services staff may evaluate the risk before proceeding with any scheduled inspection. In order to follow State direction on social distancing, no more than 10 people in a group, with 6-8 feet of distance between people.
- Interior inspections will be done for essential or emergency inspections only. Inspections will be evaluated on a case-by-case basis to determine the best course of action depending on life safety issues. Alternate types of documentation such as photos, videos, or live video sessions may be permissible depending on circumstances. Please contact the relevant inspector to discuss alternatives.

Building Inspections with No Modifications: Inspections that will occur as normal:

- Exterior footings, foundations, decks, accessory structures.
- Residential and commercial projects where structure is unoccupied.
- In general, any new unoccupied construction project or outside project where exposure can be limited.
- Exterior groundwork
- Accessory structures
- Electrical service
- Temp electrical service

Modifications: Inspections that will be adjusted for public safety:

- Interior residential/ commercial where occupants are present will be determined on a case-by-case basis when inspection is requested. We will evaluate the life safety issues and determine the best course of action. Depending on the project, photos, videos, or live video of the area may be considered to determine compliance.
- Inspections of appliance replacements such as furnaces and water heaters will be evaluated on a case-by-case basis. Depending on the project, photos, videos, or live video of the area submitted by a qualified contractor may be considered to determine compliance
- High risk facilities such as hospitals, care centers, day cares, schools will be determined on a case-by-case basis. We will evaluate the life safety issues and determine the best course of action. Depending on the project, photos, videos, or live video of the area may be considered to determine compliance.

All other projects that pose a hazard from exposure to more than 10 individual or individuals who pose a risk will be determined on a case-by-case basis. Depending on the project, photos, videos, or live video of the area may be considered to determine compliance.

Mechanical / Plumbing / Electrical Life safety issues including no heat, no water, no electrical will be evaluated and prioritized. We will work with subcontractors on limiting risk during inspections.

## **BUILDING & SITE PLAN REVIEW**

Click [here](#) to submit Building & Site Plans electronically.