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## BUILDING, PLANNING AND ZONING DEPARTMENTS OFFICE PROCEDURES DURING COVID-19

### **Landowners, Contractors and Other Applicants:**

**Given the current situation we all find ourselves in the below prescribed procedures are to be used until further notice while trying to do business with these departments. Your patience and understanding are much appreciated as we try to serve our community while practicing social distancing each to the best of our ability.**

#### **For all proposed development activities:**

- Step 1: Please mail or drop off completed Survey Plats, Site and/or Building Plans with an attached general information sheet for proposed development activities in the designated Building, Planning & Zoning drop box located at the County Office.
- Step 2: Your provided information will be preliminarily screened and the appropriate application(s) will be provided (by mail, email or fax) for signature and payment as soon as possible (allow 3-5 business days); return signed application(s) and payment by mail or drop box.
- Step 3: All plan review letters and comments are emailed; all follow ups are performed via email and phone calls.
- Step 4: Plan review time is 10 to 30 business days from receipt of all documentation.
- Step 5: Upon approval(s) all permit(s), approved plans and other documentation will be mailed, emailed and/or faxed to you.
- Step 6: Inspection scheduling: By phone or email.  
(804)333-3415 / [lhylan@co.richmond.va.us](mailto:lhylan@co.richmond.va.us)
- Mondays, Wednesdays and Fridays have been designated specifically for building inspections.
  - Tuesdays and Thursdays have been designated specifically for planning and zoning inspections.
  - Daily inspections/on-site meetings may continue or be had as deemed necessary by each department.
  - Priority inspections will be given to issues directly affecting community health, safety and welfare.
- Step 7: CO's and Inspection Reports will be mailed and/or emailed to landowners/permittees; phone calls and email for follow up and questions.