



# City of Morro Bay

Building Division  
955 Shasta Avenue  
Morro Bay, CA 93442  
805-772-6261

## MEMORANDUM

From: Scot Graham, Community Development Director  
Date: March 17, 2020  
Subject: Revised Building Permit Submittal and Issuance Procedures in Response to Coronavirus (COVID-19) Health Concerns

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In response to the Coronavirus (COVID-19) pandemic, the City of Morro Bay Building Division is implementing the following revised Permit Submittal and Issuance procedures to protect the health and safety of the public and City employees:

### Over the Counter Permits:

- Applicant emails application to Permit Tech ([pbruno@morrobayca.gov](mailto:pbruno@morrobayca.gov))
- Building staff will process the permit and paperwork and notify applicant of fee amount due
- Fee payment should be coordinated with the Permit Technician. Payment can be via credit card over the phone or by check by sliding the check under the Community Development Department (CDD) door
- Contractor/owner signature on back of permit will not be required prior to issuance
- City Staff will notify applicant of permit availability and approved permit and associated documents will be bundled and labeled with the site address and contractor/owner name then placed at City Hall (595 Harbor Street) for pick up (box will be labeled "Approved Permits for Pick Up")

### New Submittals and Resubmittals:

- Place complete submittal package in box located in City Hall lobby at 595 Harbor Street (box will be labeled "New & Resubmittals"). Applicant to coordinate application drop off date and time with Building Division. [Pbruno@morrobayca.gov](mailto:Pbruno@morrobayca.gov) or ph: (805) 772-6267
- Submittal will be processed, and applicant will be notified of plan check fees
- Fee collection will be via credit card over the phone or a check can be slid under CDD door
- Applications will be routed to applicable departments (no change in process)
- Email comments will be provided by commenting departments (no change in process)

- Applicant to place **resubmittal** package in box located in City Hall lobby (595 Harbor Street). Resubmittal should be coordinated with Permit Tech.
- Once permit package is ready for issuance the applicant will be notified and the final fee amount will be provided.
- Collect fee (same process noted above)
- Approved plans/documents will be bundled and labeled with the site address and contractor/owner name then placed at City Hall for pick up (box will be labeled "Approved Permits for Pick Up") or permit package can be mailed upon request by applicant.
- Permit signature will be required prior to final inspection