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## COVID-19 Procedure for submitting building permit applications and inspection requests

In response to the COVID-19 pandemic and in an effort to ensure the health and safety of our community members, staff and their families, the City of Arden Hills has closed City Hall and its facilities to the general public for eight weeks, effective March 17. This time may be shortened or extended, pending future guidance.

During this time all building permit applications and plan sets shall be submitted via the following methods:

1. US Mail - 1245 West Highway 96, Arden Hills, MN 55112
2. FAX – 651-634-5137
3. Emailed to [cd@cityofardenhills.org](mailto:cd@cityofardenhills.org).
  - a. Please note. Inspectors at their discretions may require the applicants to submit hard copy plans.
  - b. Plan sets that are too large to be email or mailed may be dropped off at City Hall. Please call 651-792-7800 to schedule a time to drop off plans.
    - i. Staff will place a bin outside the main entrance or in the entryway depending on the weather conditions.

Applicants will be notified via email when their permits have been approved. Payments can be submitted online by credit card or check by mail. Once payment has been received the permit will be emailed to the applicant, or they can request permit to be mailed.

### **Inspections Requests**

Inspection requests can be scheduled by phone or email with the assigned inspector as identified on the permit. Please schedule inspections two (2) days prior to the specific day you want the inspection. Progress inspections such as footings, foundation, rough in framing & insulation will still be completed on an as needed basis. Please note, Inspections of occupied structures may be at the discretion of the inspector to ensure the health and safety of the inspectors and applicants. Exterior inspections including decks, siding, and roofing inspections can be completed with no staff onsite. Final inspections for windows, plumbing (water heaters) or mechanical (furnaces) are on hold until further notice.

If you have any questions please do not hesitate to contact us at [cd@cityofardenhills.org](mailto:cd@cityofardenhills.org) or by calling 651-792-7800.

Updated: March 18, 2020