



# **COVID-19 BUILDING PERMIT PROCEDURES**

*Updated 7/28/2020*

QUESTIONS? Contact: Jaclyn Cox, Permit Technician, [jaclyn.cox@durangogov.org](mailto:jaclyn.cox@durangogov.org), (970) 375-4852

**In response to the Coronavirus emergency, physical visits to the Community Development office at River City Hall have been suspended until further notice.** We will continue accepting and processing applications for permits and development approvals, but all application submittals must be done digitally. Starting on July 27, 2020, Community Development staff will be ending furloughs and will be able to serve the public 5-days a week again. We thank you for your understanding and patience.

**Outlined below is the current building permit submittal process:**

1. Email [jaclyn.cox@durangogov.org](mailto:jaclyn.cox@durangogov.org) a **digital** copy of the building plans and building permit application.
2. Drop off **2 hard copies** of the plans and application in the designated box outside of River City Hall's front door, 1235 Camino del Rio (if submitting via mail please send to Community Development Department, Building Division, 105 Sawyer Drive, Durango, CO 81303).
3. City staff including Planning, Engineering and Building Divisions will review the submittal. All staff is currently working remotely and most contact will be conducted via email.
4. You will be notified via email when your building permit is ready to be issued or if there are any comments, questions or concerns during the review process.
5. Payment can be made with a credit card (except American Express) over the phone or a check will be accepted at the drop-box locations conveniently located at City Hall (949 E. 2nd Avenue), Post Office (222 W. 8th Street), and Durango Public Library (1900 E. 3rd Avenue). Checks need to be made out to : City of Durango. These payments should be packaged in an envelope and clearly addressed to the Community Development Department Building Division, and include the building permit number, project address and an email address that the receipt will be sent to. ***Please allow at least 2 business days for checks to be processed.***
6. After payment has been received and a receipt has been issued, the applicant will be contacted to pick up 1 hard copy of the plans, the building permit, inspections cards and any other additional materials from a designated box outside of River City Hall's front door at 1235 Camino del Rio. The building permit will need to be signed digitally if possible.

There will be absolutely no physical contact with city staff during this process.

**For over the counter permits such as plumbing, mechanical, gas line, solar, mobile home setup etc.:**

**FOR EMERGENCY GAS LINE PERMITS PLEASE CALL (970) 375-4850**

1. Email [jaclyn.cox@durangogov.org](mailto:jaclyn.cox@durangogov.org) with the following information:
  - Type of permit
  - Contractor
  - Project address
  - Value (labor and materials) of the project
2. We will respond as soon as possible with the applicable permit fees. Payment needs to be received before the permit will be issued.

3. Payment can be made with a credit card (except American Express) over the phone or a check will be accepted at the drop-box locations conveniently located at City Hall (949 E. 2nd Avenue), Post Office (222 W. 8th Street), and Durango Public Library (1900 E. 3rd Avenue). Checks need to be made out to : City of Durango. These payments should be packaged in an envelope and clearly addressed to the Community Development Department Building Division, and include the building permit number, project address and an email address that the receipt will be sent to. ***Please allow at least 2 business days for checks to be processed.***
4. After payment has been received and a receipt has been issued the permit can be issued. The permit needs to be signed digitally if possible and will be emailed to you. If arranged, a hard copy of the permit will be put in a designated box outside of River City Hall's front door at 1235 Camino del Rio.

There will be absolutely no physical contact with city staff during this process.

**Building Inspections:**

For Building inspections please call 970-375-4865.

**Engineering Inspections:**

For Engineering inspections please call 970-375-4850.