

How to Submit a Building Permit Application During the COVID-19 Shelter in Place Order

Only emergency and essential permits will be issued during the COVID-19 shelter in place. All others will be processed and, if approved, will be issued when the shelter in place order is lifted.

1. Complete the building permit application, which can be found here: <https://www.cityofmartinez.org/depts/building/forms.asp> Type or write clearly and include an email address so we can reach you if needed.
2. Save application as a pdf file to your computer desktop using a distinct file name with the street address of the project. For example: Building Permit -1234 Easy Street. Email permit application to Building Department Permit Technician, Lisa Luna at LLuna@CityofMartinez.org and she will calculate the fees. Note that we will accept payment by check only during this time.
3. Upload the application and fully dimensioned plans to our Hightail site: <https://spaces.hightail.com/uplink/MartinezPermits>, and mail the check with a copy of the permit application, payable to the City of Martinez to:

City of Martinez Building Department
525 Henrietta Street
Martinez, CA 94553
ATTN: Lisa Luna

4. Alternatively, mail the permit application, check, and three (3) fully dimensioned plans to the same address.
5. City Staff will begin review of the application once payment has been received. You will receive a written receipt of your payment when the City receives it.
6. City Staff will respond via e-mail with comments on the plans, if any.
7. City Staff will inform you when your permit is ready, however **only permits for essential projects will be issued during the quarantine.** All other approved permits will be issued after the quarantine is lifted.

The City will require three (3) hard copies of final plans prior to permit issuance.

If you have any questions, please email Lisa Luna at LLuna@CityofMartinez.org

A list of the essential projects allowed by Contra Costa County Health Service order during this shelter in place is below.

Essential Projects Allowed Under Contra Costa County Health Services Shelter in Place Order of 3/31/2020

1. Projects immediately necessary to the maintenance, operation or repair of Essential Infrastructure;
2. Projects associated with Healthcare Operations, including creating or expanding Healthcare Operations, provided that such construction is directly related to the COVID-19 response;
3. Affordable housing that is or will be income-restricted, including multi-unit or mixed-use developments containing at least 10% income-restricted units;
4. Public works projects if specifically designated as an Essential Governmental Function by the lead governmental agency;
5. Shelters and temporary housing, but not including hotels or motels;
6. Projects immediately necessary to provide critical non-commercial services to individuals experiencing homelessness, elderly persons, persons who are economically disadvantaged, and persons with special needs;
7. Construction necessary to ensure that existing construction sites that must be shut down under this Order are left in a safe and secure manner, but only to the extent necessary to do so; and
8. Construction or repair necessary to ensure that residences and buildings containing Essential Businesses are safe, sanitary, or habitable to the extent such construction or repair cannot reasonably be delayed.