

In support of and to regulate those activities performed by the development community, and while City Hall remains closed, the City of Woodland Community Development Department will continue to permit, review plans and perform inspections for buildings, encroachment permits and subdivision work as described below:

Building Division

1. Remotely accommodate requests for building permits by emailing cdd-building@cityofwoodland.org for both residential and commercial projects.
2. Plans, specifications, supporting documents and a completed Woodland Building Permit Application Form must be submitted in a readable and editable, digitized PDF format. Files smaller than 15MB may be emailed; files over 15MB shall be uploaded to their file transfer protocol followed by an email with the file download instructions.
3. Requests for building inspections for residential and commercial projects shall be called into 530-661-5817.
 - a. The City will continue to provide inspection services including for buildings, encroachment permits and subdivision work. However, only permitted projects shall be eligible for inspections.
 - b. On-site inspections shall be performed in conformance with the following requirements: Any and all personnel on site shall remain at least six feet from the inspector(s), except no ill or health compromised personnel may be present.
 - Inspectors shall not enter any occupied dwellings.
 - Where inspectors may not inspect an occupied dwelling, homeowners, contractors and other authorized personnel may instead submit to the inspector a complete, visually clear and comprehensive digital recording(s) of specific interior improvements, equipment or other types of construction or other work that requires a building inspection, within a structure or enclosure, and subject to the approval of the Building Official.

Permit applications, plan reviews and inspections may be subject to delays, returns or other constraints during this period.

Development Engineering

1. The following directions apply to:
 - Encroachment Permits
 - Transportation Permits
 - Development Projects
 - Final Parcel and Subdivision Maps
 - Hydrant permits
2. All Engineering permits should be electronically submitted by email or fax when possible to engineering-permits@cityofwoodland.org or fax (530) 406-0832. For very large submittals, an appointment can be made with City Staff to submit in person.
3. Plans, specifications, supporting documents and a completed Permit Application Form must be submitted in a readable and editable, digitized PDF format. Files smaller than 15MB may be emailed; files over 15MB shall be uploaded to their file transfer protocol followed by an email with the file download instructions.
4. All issued permits and plan review comments will be returned electronically whenever possible.
5. Inspection will be completed per the normal process.

Planning

1. Submit all inquiries directly to cdd-planners@cityofwoodland.org or to the general department phone at (530) 661-5820. You may use the following [form](#) to submit a specific question or inquiry to the Planning Division. Allow a 24 hour turn around for response. Please make sure that your contact email and phone number are included.
2. Applications may be digitally by submitted. The Planning Submittal Application Form and requirements are found at the following <http://cityofwoodland.org/565/Application-Forms>.
3. An application submittal package, including plans and all required supporting documentation, must be provided in a readable and editable, digitized PDF format. Files smaller than 15MB may be emailed; files over 15MB shall be uploaded to their file transfer protocol followed by an email with the file download instructions.
4. Include an image of your check with the application submittal and mail the original check to the attention of the Planning Division, unless you have made other specific arrangements.

Business Licenses

1. Make in all Business Registration (License) applications with payment; check, cashier's check or money order.
2. Pay all renewal by mail or the City's On-Line payment "Pay My Bill" located on the home page of our website; www.cityofwoodland.org.
3. If there are any questions by staff we will contact you by phone or email; please write clearly contact information.

The March 18 Yolo County Public Health Office countywide health order for residents to shelter in place from March 19 to April 7 limits activity, travel and business functions to only the most essential needs and is intended to slow the spread of novel coronavirus (COVID-19), protect those most vulnerable to the disease, and preserve local healthcare capacity.

The Order allows individuals to provide any services or perform any work necessary to the construction, operation, and/or maintenance of "**Essential Infrastructure**". These activities include, but are not limited to:

1. Public works construction and construction of housing (in particular affordable housing or housing for individuals experiencing homelessness);
2. Water, sewer, gas, electrical, roads and highways; and
3. Public transportation, solid waste collection and removal, internet, and telecommunications systems.

These activities and services may only be provided in compliance with Social Distancing Requirements as defined the Order, to the extent possible. If and when more restrictive limits are imposed on Essential Infrastructure, the construction of housing, infrastructure, and directly related activities will continue, subject to the constraints described above.