



## BUILDING INSPECTION SERVICES DURING THE COVID-19 SHELTER-IN-PLACE ORDERS

Due to the most recent orders from the Alameda County Health Department and the Governor's Office, City offices remain CLOSED to public through at least April 7, 2020. The health, safety and well-being our staff, customers and the Newark community remains our highest priority during this unprecedented time. However, the Building Inspection Division will attempt to provide as many ongoing plan review and inspection services as reasonably possible. This includes:

- Remote inspections of current residential construction using photos, video, and/or real-time video conferencing, when possible. Priority shall be given to affordable housing and housing for individuals experiencing homelessness.
- Remote inspections of current commercial construction using photos, video, and/or real-time video conferencing, when possible.
- Plan reviews of previously submitted projects currently underway.
- Acceptance of new and revised project plans via electronic submittal.

Please Note: The Building Inspection Division cannot guarantee that all inspections can be completed remotely. On-site inspection services **will not** be completed except for critical life/safety issues as determined by the Chief Building Official. Remote inspections will be provided, to the extent possible, for current projects. No new construction involving demolition should be undertaken.

**FOR INSPECTION SERVICES:** Submit your request via email to [Blrequests@newark.org](mailto:Blrequests@newark.org) or call the Building Inspection Division main line at (510) 578-4261. A staff member will contact you as soon as possible. Please be sure to provide the following information:

- Permit number
- Site address
- Type of inspection
- Date being requested
- Contact name and phone number

**FOR PLAN REVIEW INQUIREIS:** Submit your inquiry via email to [building.inspection@newark.org](mailto:building.inspection@newark.org) or call the Building Inspection Division main line at (510) 578-4261. A staff member will contact you as soon as possible.

**FOR PLAN/PERMIT SUBMITTALS:** Submit your package to [building.inspection@newark.org](mailto:building.inspection@newark.org) . For large project files (over 10 MB), please utilize a file sharing service (i.e. Box, Dropbox, etc.). If you need assistance, please email [roya.gonzalez@newark.org](mailto:roya.gonzalez@newark.org).

**FOR ALL PAYMENTS:** Staff will generate an invoice for all required payments. Payments via credit card are preferred can be completed by providing the required credit information with your electronic submittal. Payments via check will need to be mailed to:

Building Inspection Division  
37101 Newark Boulevard  
Newark, CA 94560

For all inquiries and submittals, please be sure to include appropriate reference information (project name, permit/project number, site address, type of inspection need etc.) and all contact information (name, phone number, email, etc.).