



**BUILDING INSPECTION SERVICES DURING THE COVID-19  
SHELTER-IN-PLACE ORDERS  
Effective May 4, 2020**

One of the primary changes provided under the latest Order of the Health Officer of Alameda County No. 20-10, dated April 29, 2020 and effective May 4, 2020 is that construction activity of all types is allowed pursuant to the Construction Safety Protocols listed in Appendix B of the Order. All developers and contractors need to systematically review the Order and the Construction Safety Protocols and adhere to all requirements provided therein. For larger residential construction projects over 10 residential units, commercial projects over 20,000 square feet of floor area, or Essential Infrastructure (Public Works) projects involving five or more workers at the jobsite at any one time, the required Site-Specific Health and Safety Plan must be completed before construction work can begin (see Appendix B-2 – Large Construction Safety Project Safety Protocol of the Order). For smaller projects that do not meet these thresholds, there are still significant requirements that must be addressed (see Appendix B-1 Small Construction Project Safety Protocol).

**BUILDING INSPECTION DIVISION:** Although Newark City Hall remains closed to the public, the Building Inspection Division will continue to provide ongoing plan review and inspection services as follows:

- Either on-site or remote inspections of current residential and commercial construction projects. Contractors at all construction sites shall strictly adhere to applicable construction project safety protocols at all times, including social distancing related to on-site inspections. Remote inspections will be completed when possible using photos, video, and/or real-time video conferencing
- Plan reviews of previously submitted projects currently underway
- Acceptance of new and revised project plans via electronic submittal
- Processing of payments and issuance of permits electronically

The Building Inspection Division's instructions for requesting inspection services and for project plan reviews are in the process of being updated. Please see the division's webpage at: <https://www.newark.org/departments/public-works/building-inspection-division>.

**FOR INSPECTION SERVICES:** Requests can continue to be submitted via email to [birequests@newark.org](mailto:birequests@newark.org) or by telephone at 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
- Email contact

**FOR PLAN REVIEW INQUIRIES:** Submit inquiries 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 [building.inspection@newark.org](mailto:building.inspection@newark.org).

**FOR ALL PAYMENTS:** Staff will generate an invoice for all required payments. Payments via credit card are preferred and 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.).