



(937)-296-2441

Kettering Planning & Development Department

## **TEMPORARY CONSTRUCTION PERMITTING & INSPECTION POLICY - 3.25.20**

In response to the directive issued March 22, 2020 by the Ohio Department of Health,

effective March 25, 2020 and continuing until further notice, Kettering Planning & Development, Ohio Building Code and Residential Code of Ohio enforcement, will use the following **TEMPORARY POLICY** to deal with issues surrounding the new Coronavirus – COVID-19. Please read carefully and contact us with any questions – thanks in advance for your cooperation keeping our community safe.

Please note that this is a developing public health situation and we are continuing to monitor the situation. We reserve the right to make changes to this policy as necessary to protect employees and public health and safety. Please visit our website ([www.ketteringoh.org](http://www.ketteringoh.org)) for additional updates.

### **APPROVALS, PERMITS & OUR OFFICE:**

- Our office has closed for in-person visits. Our business hours remain 8:00 am – 5:00 pm, M-F.
- All meetings are being conducted virtually.
- Key contact information is listed below. Email is best but we do check voicemails regularly.
- Applications for approval and permits can be made online at [www.ketteringoh.org/access](http://www.ketteringoh.org/access).
- This applies to all regulated construction in Kettering and Oakwood, Ohio.
- Applications will continue to be processed online, even if inspections may be delayed.
- All plan reviews have been pdf format digital for over 10 years and will continue as such.
- If you have a construction emergency, please call our main office line – 937-296-2441, ext. 0.

### **INSPECTIONS:**

- Note that all inspections will be essentially hands-free, meaning the owner, contractor or owner's representative must open doors, remove panel covers, operate all switches, breakers, valves, and test equipment as necessary to verify compliance.
- Where we have concerns about entering the property, we can meet the contractor at the property, but only the contractor enters, and shows us digital (photographic or video) evidence of compliance.
- Where feasible, we are encouraging the use of photographs and live video for remote inspections using digital technology.
- Inspections for Non-Essential Activities and Non-Essential Infrastructure may be delayed.
- Delayed inspections after a City documented inspection request: failure of the inspectors to inspect the work within four days, exclusive of Saturdays, Sundays, and legal holidays, after the work is ready for inspection, allows the work to proceed. Subsequent work is allowed to proceed only to the point of the next required inspection. Documentation of any work being covered up must be fully photographically documented. Serious violations may have to be uncovered for re-inspection.

### ESSENTIAL ACTIVITIES:

- Work providing essential products and services at Essential Businesses or Operations (which includes Healthcare and Public Health Operations, Human Services Operations, Essential Governmental Functions, and Essential Infrastructure) or to otherwise carry out activities specifically permitted in this [Order](#), including Minimum Basic Operations.

### ESSENTIAL INFRASTRUCTURE:

- The [Order](#) defines Essential Infrastructure to include construction (including, but not limited to, construction required in response to the public health emergency, **hospital construction, construction of long-term care facilities, public works construction, school construction, essential business construction, and housing construction**).
- Paragraph 10 provides that governmental employees working for or to support Essential Businesses and Operations are categorically exempt from the Order.
- Paragraph 12k defines **Essential Business and Operations** to include **Critical Trades** which are defined as Building and Construction Tradesmen and Tradeswomen, and other trades including but not limited to plumbers, electricians, exterminators, cleaning and janitorial staff for commercial and governmental properties, security staff, operating engineers, HVAC, painting, moving and relocation services, and other providers who provide services that are necessary to maintaining the safety, sanitation and essential operation of residences, **Essential Activities, and Essential Businesses and Operations**.

### SINGLE FAMILY RESIDENTIAL CONSTRUCTION:

- New work and alterations in **unoccupied residential buildings in order to make them habitable** may be inspected as long as sufficient social distances can be maintained. Other alterations are considered non-essential and will not be inspected at this time.
- If you request an inspection for non-essential work we will take your information (name, address, phone and permit number), place you on a waiting list, and contact you at our earliest opportunity to conduct the necessary inspections.
- Inspections that require entry into an **occupied residence** will be restricted to work necessary to keep the residence habitable. Emergency replacement of water heaters, furnaces and electrical panels or circuits, do require approvals and permits and work is allowed to proceed, but unless it's an emergency, **the inspection will be deferred as non-essential**. Please call to have your required inspection placed on the waiting list.
- Where we have concerns about entering the property, we can meet the contractor at the property, but only the contractor enters, and shows us digital (photographic or video) evidence of compliance.
- Where feasible, we are encouraging the use of photographs and live video for remote inspections using digital technology.
- Other inspection requests will be reviewed based on public health and safety and availability of staff, and compliance with State orders.

## MULTI-FAMILY AND COMMERCIAL CONSTRUCTION:

- Inspections will continue for **Essential Operations** such as, but not limited to grocery stores, pharmacies, restaurants providing carryout meals, office supply stores, and construction products stores, and other businesses deemed essential by the State.
- Inspections will be suspended for non-essential retail trade until further notice. Examples include clothing and accessory stores, beauty and nail salons, and tattoo parlors.
- If you request an inspection for non-essential work we will take your information (name, address, phone and permit number), place you on a waiting list, and contact you at our earliest opportunity to conduct the necessary inspections.
- Where we have concerns about entering the property, we can meet the contractor at the property, but only the contractor enters, and shows us digital (photographic or video) evidence of compliance.
- Where feasible, we are encouraging the use of photographs and live video for remote inspections using digital technology.
- New work and alterations in **occupied commercial and multi-family buildings** may be inspected as long as sufficient social distances can be maintained. A construction site may be asked to be temporarily vacated during the inspection assisted by owner/contractor essential personnel only.
- Third (3<sup>rd</sup>) Party Special Inspections must be pre-approved by the City of Kettering.
- All other inspection requests will be reviewed based on public health, safety and welfare and the availability of limited staff.

### **KEY CONTACTS: Call 937-296-2441:**

NAME	EXT	EMAIL
Planning & Development	0	
Baldauf, Pete - HVAC/Electrical Inspector	3382	<a href="mailto:Peter.Baldauf@ketteringoh.org">Peter.Baldauf@ketteringoh.org</a>
Bohachek, Kip- Senior Building Inspector/ Structure	3320	<a href="mailto:Kip.Bohachek@ketteringoh.org">Kip.Bohachek@ketteringoh.org</a>
Gaw, Connie - Dept Secretary	3307	<a href="mailto:Connie.Gaw@ketteringoh.org">Connie.Gaw@ketteringoh.org</a>
Hundt, Ron - Zoning/BZA/PC	3316	<a href="mailto:Ron.Hundt@ketteringoh.org">Ron.Hundt@ketteringoh.org</a>
Jenkins, Dewayne - Electrical/HVAC Inspector	2419	<a href="mailto:Dewayne.Jenkins@ketteringoh.org">Dewayne.Jenkins@ketteringoh.org</a>
Joanne Mejias - Residential Plan Reviewer	2432	<a href="mailto:Joanne.Mejias@ketteringoh.org">Joanne.Mejias@ketteringoh.org</a>
Morse, Sherry - Permit Secretary	4025	<a href="mailto:Sherry.Morse@ketteringoh.org">Sherry.Morse@ketteringoh.org</a>
Puterbaugh, Jerry - Plumbing/Gas Inspector	2418	<a href="mailto:Jerry.Puterbaugh@ketteringoh.org">Jerry.Puterbaugh@ketteringoh.org</a>
Robillard, Tom - Department Director	3319	<a href="mailto:Tom.Robillard@ketteringoh.org">Tom.Robillard@ketteringoh.org</a>
Roller, David - Zoning/BZA/PC	3313	<a href="mailto:David.Roller@ketteringoh.org">David.Roller@ketteringoh.org</a>
Welker, Terry - Chief Building Official	3317	<a href="mailto:Terry.Welker@ketteringoh.org">Terry.Welker@ketteringoh.org</a>
Fire Marshal Bill Ford	3384	<a href="mailto:Bill.Ford@ketteringoh.org">Bill.Ford@ketteringoh.org</a>
Fire Inspector Bob Treiber	3354	<a href="mailto:Robert.Treiber@ketteringoh.org">Robert.Treiber@ketteringoh.org</a>

Thanks for your cooperation as we strive to keep our community safe. We will continue provide updates to you as the situation continues to change.

Respectfully,



Chief Building Official