



MEMORANDUM

TO: Columbia Building & Real Estate Businesses
FROM: Scott Dunakey, AICP, Director of Community Development
DATE: April 15, 2020

RE: Covid-19 Building & Occupancy Inspection Policy

The safety of our citizens and employees remain the City of Columbia's overriding priority. As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve and spreads globally, the city is closely monitoring the situation on the current recommendations from the Centers for Disease Control and Prevention, the World Health Organization and State of Illinois.

Our current operating procedures amid the COVID-19 pandemic are:

- Accepting all applications. Applications must be submitted online, by e-mail or in the overnight drop box at City Hall.
- All payments must be made online or in the overnight drop box.
- Building inspections for new construction and unoccupied additions/renovations are proceeding as normal.
- Building inspections for occupied structures are deferred to a future date to correspond with current effective orders. This will be reevaluated as orders and dates change.
- We are providing occupancy inspections only for structures that have been vacant for a minimum of 7 days.
- If a pending real estate sale requires a certificate of occupancy prior to closing, but if the 7 day vacancy criteria for inspection cannot be met, the City is providing a temporary certificate of compliance/occupancy to both parties. The temporary certificates are conditional upon an occupancy inspection to occur at a later date, based on the status of effective stay at home orders related to the COVID-19 pandemic.
- We are still accepting occupancy applications on a first come first serve basis. So, submitted occupancy applications have been recorded by submittal date/time. Upon resuming inspections as normal, the earliest submitted application will be provided the first scheduling opportunity and so forth.

Call the Community Development Department at (618) 281-7144 ext. 105 if you have any questions about the policy or need to schedule an inspection.