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Statewide Update from CBIA

Job Site Protocols: Our top priority is to keep all of our employees and individuals involved in the building industry safe. The [attached basic protocol](#) may prove helpful to oversee worksites and offices. These are for guidance purposes only.

Sales Offices & Ancillary Services: CBIA has issued the following [guidance memo](#) on how the Governor's Executive Order affects construction workers and how it applies to ancillary services such as sales offices. Contact Nick Cammarota: ncammarota@cbia.org

Update to the Governor's Executive Order: The [Governor's list of Essential Critical Infrastructure workers](#) now includes construction material sources (page 3 in blue) as well as a description of exempted construction workers (page 11).

Governor's Office Guidance on Mortgage Loans and Escrow Officers: The Governor's administration has issued the attached [guidance for Escrow Officers and Mortgage lenders](#) which may assist you in your financial transactions.

Realtors:

There have been some material published within the Real Estate Industry that effectively states that realtors are to shelter in home. CBIA is reaching out to the Realtors seeking a better understanding on their actions to date.

Notaries: Some BIA members are having issues finding notaries and have asked us to check into the Secretary of State's Office on the concept of a Remote Online Notarization (RON). This is allowed in other states. CBIA is seeing if it can be done in California.

NOTE: This guidance is being provided on March 23, 2020 and is subject to change. Moreover, this is not intended to be, nor should it be construed as legal advice.



State of California – Issued a legal [order](#) requiring that people stay at home from midnight Thursday March 19th through April 7th. *This order specifically exempts construction under section 10* (c) if workers comply with the social distancing of 6 feet of separation. We also understand the exemption to apply to all essential Infrastructure, which includes all construction and companies that supply other essential businesses with the support or supplies necessary to operate. Utilities are also considered an Essential Business for the same reason – as are all inspectors.

State Department of Real Estate Removes Wet Signature Requirements

DRE Subdivisions is temporarily eliminating the requirement for original (or wet) signatures on any subdivision filing documents effective immediately. The only exception to this mandate will be original bonds written in favor of the State of California (RE600A, RE600K, RE600L). This will remain in effect until further notice.

Local Jurisdiction Updates:

Sacramento County – Issued a legal [order](#) requiring that people stay at home from midnight Thursday March 19th through April 7th. *This order specifically exempts construction under section 10* (c) if workers comply with the social distancing of 6 feet of separation. We also understand the exemption to apply to all essential Infrastructure, which includes all construction and companies that supply other essential businesses with the support or supplies necessary to operate. Utilities are also considered an Essential Business for the same reason – as are all inspectors.

Click [here](#) for the most current information on each of Sacramento County’s departments. BIA members can use the following language from the Sacramento County Public Health Order section 10 (c) allowing for construction to continue:

For purposes of this Order, individuals may leave their residence to provide any services or perform any work necessary to the operations and maintenance of “Essential Infrastructure,” including, but not limited to, **construction**, airport operations, water, sewer, flood control, gas, electrical, oil refining, **roads and highways**, public transportation, solid waste collection, processing and removal, internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services), **provided that they carry out those services or that work in compliance with Social Distancing Requirements as defined in this Section, to the extent possible.**

City of Sacramento – No changes to operations or hours, they are encouraging processing applications and plan requests online and are still handling inspections, plan entitlements, and permit processing. They have not decided to cancel public



meetings, but will try to limit discussion items to reduce the expected testimony and limit the number of people attending meetings. Staff available by phone and email.

Elk Grove – No changes to operations or hours, they are encouraging processing applications and plan requests online and are still handling inspections, plan entitlements, and permit processing. They have not decided to cancel public meetings, but will try to limit discussion items to reduce the expected testimony and limit the number of people attending meetings. Staff available by phone and email.

Rancho Cordova – No changes to operations or hours, they are encouraging processing applications and plan requests online and are still handling inspections, plan entitlements, and permit processing. They have not decided to cancel public meetings, but will try to limit discussion items to reduce the expected testimony and limit the number of people attending meetings. Staff available by phone and email.

Roseville – Public buildings are closed, but staff is available by phone and email and inspections will continue. Members are asked to use online inspection scheduling as reduced staffing may increase wait times or delayed call response. Daily building inspections and assigned inspectors will be posted daily [here](#) along with inspector cell phone numbers on the OPS portal. Members can also use the utility payment drop box in front of the Civic Center to deposit checks and other time-sensitive material. It will reach the appropriate staff member on the same day. For delivery of as-builts or other items of a larger nature, please contact the applicable Engineering division representative to make alternative arrangements.

Rocklin – Public buildings are closed, but staff is available by phone and email. Plan checks are by appointment only. They have established a self-certification process for builders and contractors that is allowing construction to continue. The process allows for licensed contractors, engineers of record and architects to conduct their own inspections and provide verification letters to the City as they progress with construction. Final inspection is now handled through this process as well, but requires a sewer sign-off from SPMUD as part of the necessary documentation. They have not decided to cancel public meetings, but will try to limit discussion items to reduce the expected testimony and limit the number of people attending meetings.

Lincoln – Committed to supporting housing development, but low staffing levels have decreased even further due to the inability for vulnerable people (age or compromised health) to work.

The Community Development has been temporarily moved to 1st Floor City Manager's office and open on a daily basis from 9AM to noon. Over the counter permits will be available the day after submittal. The decision to break ground on large new projects will be handled on a case by case basis. This is due to staff bandwidth and need to provide a higher level of protection to critical infrastructure.



They will also be very stringent regarding deposits on hand to ensure adequate cash flow through the City. Staff available by phone and email.

Folsom – No changes to operations or hours, they are working to expedite their online submittal and plan check abilities, but currently customers are still required to come to the counter for all business. Planning Commission meetings have been postponed at least through March.

Folsom Cordova Unified School District- Office will be open to collect and process impact fees on Tuesdays and Thursdays from 10AM-2PM. The door will be locked, but applicants can call (916) 294-9010 to be let in. The number will be posted on the door as well.

Placer County – Issued a voluntary directive on March 19th requesting people stay at home. This announcement from health officials is at this point a recommendation designed to reduce the spread of COVID-19. It is not an official legal order limiting workplace attendance. Furthermore, they have specifically listed home construction as an essential service and exempt from the directive. For the most up-to-date information, Placer County's official policy and up- to-date coronavirus information can be found [here](#). Permit counter closed until at least March 30, but accepting online plan applications. Staff is mostly working from home, but reaching out to local engineers to coordinate plan checks. Planning Commission and Zoning Administrator meetings are postponed until April 8th, and along with Board of Supervisors meetings will only be conducted telephonically. Staff available by phone and email. Recorder's Office has also closed the counter and gone all-electronic, but not anticipating a slowdown in processing.

El Dorado County – Issued a voluntary directive requesting people stay at home. This announcement from health officials is at this point a recommendation designed to reduce the spread of COVID-19. It is not an official legal order limiting workplace attendance. Furthermore, they have specifically listed home construction as an essential service and exempt from the directive. However, until the County Building and Planning Services Department can get their system set up so that their employees can work from home, they have closed the public counter and will only be doing inspections for health and safety issues. Furthermore, Planning Commission meetings have been postponed except to pass health and safety related items.

El Dorado Hills Community Services District- Public buildings are closed, but staff is available by phone and email. Design Review Committee materials can be placed in the Drop-off Box in front of Norm Rowett Pavilion. The Committee will only meet on a limited and essential basis, while some items may be reviewed through an administrative process that will be approved by the Committee ex post facto.

Center Joint Unified School District – District Office will be open on Tuesdays to process school fees. Staff is available by email.



Roseville Joint Union High School District – District Office will be open on Tuesday mornings from 8AM- 12PM to process school fees. Staff is available by email.

Roseville City School District – District Office will be open on Tuesday mornings from 8AM- 12PM to process school fees. Staff is available by email.

Dixon – Closed to public, by appointment only. Staff available by phone and email.

Davis – Closed to public, by appointment only. Staff available by phone and email.

West Sacramento – Closed to public, staff available by phone and email.

Western Placer Unified School District – District Office will be open from 1PM-2PM on Mondays to process school fee certificates for any member that has submitted the proper

information to jubrown@wpusd.org no later than 4PM on the previous Friday. Staff is responding to email and answering phone calls between 10AM-2PM Monday through Friday.

Natomas Unified School District – Schools closed through April 5th. Their Administration office that collects impact fees is closed to the public. They are working on a process for payment of school fees. Staff available by phone and email.

Elk Grove Unified School District – Will be closed through March 19th, they are working on a process for payment of school fees. Staff available by phone and email.

Placer County Water Agency – Will be closed, they ask that anyone doing business with the Engineering Division to call (530) 823-0030.

Sutter and Yuba Counties – The bi-county Public Health Officer has issued a voluntary directive requesting residents stay at home. This announcement from the health official is at this point a recommendation designed to reduce the spread of COVID-19. It is not an official legal order limiting workplace attendance. Furthermore, they have specifically listed home construction as an essential service and exempt from the directive. Both Counties have closed their public buildings, but staff is available by phone and email, including the Offices of the Recorder. They are still recording documents mailed directly and electronically through title companies. Sutter County has closed their Board of Supervisors meetings to in-person public participation.

Woodland – Permit staff will be working remotely to accommodate requests for building permits through 530-661-5820/5821 or cdd-building@cityofwoodland.org. However, 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. Requests for building inspections for residential and commercial projects shall be emailed to cdd-inspection-requests@cityofwoodland.org or called into 530-661-5817 using the current communication process. Please call Steve Coyle at 530-661-5910 or Joel Luevano, Chief Building Official, with any questions or clarifications.

Yolo County – Issued a voluntary directive requesting people stay at home. Based on our discussions with the County, local businesses currently remain free to use their best judgment about which essential workers can and should still report for work sites. The recent announcement from health officials is at this point a recommendation designed to reduce the spread of COVID-19. It is not an official legal order limiting workplace attendance. For the most up-to-date information, Yolo County’s official policy and up-to-date coronavirus information can be found [here](#). County staff are still working, and the county is open for business. County staff age 65 and older have been asked to take additional precautions or work from home. The county permitting center is open. The county is planning on having their public meetings with modifications to limit the number of people present to testify and reduce contact. They have had discussions about potentially cancelling meetings until May or June if further restrictions are put in place. Staff available by phone and email. The Yolo County Recorder’s Office is still open. If they were to be ordered to be closed to the public, the public counter service would end but staff will complete recordings via delivery services (UPS, FedEx).

Federal Agencies

U.S. Army Corps

The US Army Corps of Engineers' Sacramento District has transitioned its workforce (including Regulatory personnel) to telework. Delays are expected and the following changes are in place:

- No site visits or field work
- No Regulatory Program Workshops
- Permits for Public Health and Safety are being given priority
- Some meetings will be cancelled/rescheduled. All meetings will be done telephonically.
- For a sooner response, new requests for jurisdictional determinations and DA permits should be sent electronically to SPKRegulatoryMailbox@usace.army.mil. Information in paper form sent through mail or delivery service may not be viewed for several days or weeks.

US Fish and Wildlife



In light of the COVID-19 pandemic, the Sacramento Fish and Wildlife Office has transitioned to 100% telework and expects some delays over the next several weeks as the following policies are implemented:

- Public health and safety activities are prioritized
- Some meetings will be cancelled/rescheduled. Any remaining meetings will be done telephonically.
- We will not conduct site visits or perform field work.
- We are checking phones regularly and will respond in a timely manner to calls and emails
- For a faster response, new requests for consultation/assistance should be sent to us electronically at SFWO_mail@fws.gov or directly to a Division Chief in our office. Information sent through mail or delivery service may not be viewed for several days to weeks.

North State BIA is committed to provide the most up to date information regarding the impact of COVID-19. [Please click here for additional information and do not hesitate to contact us with questions or concerns.](#)

Thank you all,

Michael Streck
President / CEO North State Building Industry Association

