



## PERMITTING PROCEDURES DURING COVID-19 STAY AT HOME ORDER

Please review the temporary operating procedures for the City of Liberty Building Division. During this time we stress the importance of Social Distancing and continue to strive to stop the spread of the COVID-19 Virus.

**All non-emergency permit applications:** allow 5 to 7 days for review.

**Required inspections requests:** allow a minimum 24 hour notice when requesting an inspection. Request should be made via email to: [Inspections@libertymo.gov](mailto:Inspections@libertymo.gov)

### **Application and Construction Document Submittal Instructions**

- Files under 25mb: email to: [inspections@libertymo.gov](mailto:inspections@libertymo.gov).
- Files over 25mb: upload to a Liberty, MO **Box Account**. Please email [inspections@libertymo.gov](mailto:inspections@libertymo.gov) for further instructions and access to the upload link.

### **New Construction Permit Applications Accepted**

- New Single Family Homes
- New Commercial Construction & Tenant Finishes\* (see below regarding inspections)
- Exterior Commercial Renovation Inspections
- Exterior Residential Renovation Inspections
- Water Line Inspections
- Sewer Line Inspections
- Storm Line Inspections
- Electrical Conduit Inspections

### **Permit Applications Only Accepted Currently on Emergency Basis**

- Existing Electrical Service of Occupied Residential and Commercial Buildings
- Existing HVAC Mechanical for Residential and Commercial Buildings
- Existing Water Heater Replacement for Residential and Commercial Buildings

### **Permits Not Accepted at this Time**

- Solar System/PV Installations
- Electrical Generator Installations
- Residential Interior Remodels
- Residential Basement Finishes

### **Permits that require a 3<sup>rd</sup> party professional inspection**

- All Interior Commercial \*Tenant Finish Permits