

# Building Safety Office Procedures

The following procedures are being implemented for permit submittals, construction plan review, and permit issuance:

- Permit application may be done through placing application in the designated drop box in the front vestibule of our building between the hours of 7:00 a.m. – 4:00 p.m., Monday through Friday, by [email](#) or by fax to 757-890-3549
- Fees are paid by mailed check or check placed in the drop box
- Completed permits are placed in a pickup box in the vestibule or mailed to the applicant
- Residential and commercial plan review are being done with results shared by email and completed plans placed in a pickup box in the vestibule

The following procedures are being implemented for field inspections:

- All inspections are still available through the Building Safety Office. Refer to the [COVID-19 Inspection Policy](#) for more information
- Inspectors shall contact contractor on commercial buildings and verify that all workers have left the building prior to entering
- We also ask that our inspectors be allowed to perform their inspections while maintaining a 6-foot distance from other personnel onsite
- Third party inspections may be requested if we are unable to perform an inspection within 48 hours. Third party inspectors must be pre-approved by our office. Please contact Assistant Building Official, Jay Carter at 757-890-3566 or [James.Carter@yorkcounty.gov](mailto:James.Carter@yorkcounty.gov) for more information

Please note that these procedures are subject to change. Please contact our office through phone or email if you have any questions.