

NOTICE REGARDING COVID-19 AND THE GROVE CITY BUILDING DIVISION

EFFECTIVE Friday, May 8

Due to the impact of COVID-19, the Building Division office is temporarily closed to the public. Contact staff by telephone 614-277-3075 or email buildingdivision@grovecityohio.gov.

Permit Applications may be delivered to City Hall (vestibule area) and limited inspections will be provided between 8 a.m. and 4:30 p.m., Monday through Friday.

In order to protect the health and safety of our customers and city building inspectors, the following policies regarding inspections are in place:

Unoccupied Structure Inspections (New Commercial and New Residential)

Inspections for these projects will continue. Our preference is to complete the inspection in person, as determined by the Field Inspection Supervisor, to ensure the intent of the Code has been met. Only one project superintendent or general contractor is permitted to accompany the inspector during the inspection.

Building Division inspectors must wear masks and practice safe social-distancing at all times; and all workers present during the in-person inspection must also comply. The inspector will evaluate the safety protocol upon arrival for compliance. If permit holders do not want inspections completed under the described circumstances an extension to the building permit may be requested. Comments or concerns regarding these procedures should be directed to: buildingdepartment@grovecityohio.gov or call 614-277-3075.

Occupied Structure Inspections – (Homeowner projects and remodels, Commercial Tenant Improvement projects)

The City will provide inspections for work being done on occupied structures and maintains the option to complete inspections via video or photo. The City will consider in-person inspections where necessary as determined by the Field Inspection Supervisor.

Building Division Inspectors must wear gloves and masks during in-person inspections.

The following is a list of what the City suggests may be inspected via video or photo in an occupied structure: caisson, footing, stem wall, water heater, furnace (without AC), rough inspections, drywall, final inspections, final deck/patio cover, driveway and fence.

Basement finish projects may be scheduled for video inspection and will be left to the discretion of the inspector as to whether it can be completed. If at any time the inspector cannot complete an inspection, a reschedule at a later date may be required. The exception to this rule involves an inspection that is specifically related to safety/health in occupied structures.

Before scheduling a video inspection, please verify the following is in place:

- A reliable video calling app installed on the mobile device used for the inspection (the City can help determine which app works best for the inspector)
- A Wi-Fi connection with a strong 4G or better signal (be certain the signal works outdoors to verify the address during the video inspection)
- Notifications on the mobile device must be disabled prior to the video inspection (these may cause the Wi-Fi connection to freeze or drop the call)
- Have inspection tools available (tape measure, level, flashlight, GFCI capable outlet tester, step ladder, etc.)
- When scheduling the inspection, provide name and phone number of the person operating the camera.

City policies and procedures are evaluated daily and subject to change. Thank you for understanding.

FIVE PROTOCOLS FOR ALL BUSINESSES per the Ohio Department of Health:

1. **Require face coverings** for employees and recommend them for clients/customers at all times.
2. **Conduct daily health assessments** by employers and employees (self-evaluation) to determine if “fit for duty.”
3. **Maintain good hygiene** at all times – hand washing, sanitizing and social distancing.
4. **Clean and sanitize** workplaces throughout workday and at the close of business or between shifts.
5. **Limit capacity** to meet **social distancing** guidelines.
 - Establish maximum capacity at 50% of fire code.
 - Use appointment setting where possible to limit congestion.

TAKE THE FOLLOWING ACTIONS WHEN A COVID-19 INFECTION IS IDENTIFIED:

- **Immediately report** employee or customer infections to the local health district.
- Work with local health department to identify potentially exposed individuals to help facilitate appropriate communication/**contact tracing**.
- **Shutdown** shop/floor for deep sanitation if possible.
- Professionally **clean and sanitize** site/location.
- Reopen in consultation with the local health department.