

Village of Shorewood – COVID-19 Planning & Development Services Policy

Revised November 11, 2020

In order to prevent the “uncontrolled and drastically growing spike” in cases of COVID-19 in the State, and comply with the Governor’s Executive Order #94, which strongly encourages:

- online or virtual services,
- holding meetings and collaborating online or by phone, and
- alternating work teams or staggered shifts,

the Village of Shorewood has revised its routine Planning & Development services.

The following policy may change at the discretion of the Planning & Development Director, in consultation with the Village Manager. For general Building Inspection assistance, please email PAD@villageofshorwood.org or call (414) 847-2640.

Staffing

To limit person-to-person exposure, building inspectors will be alternating daily in-person shifts between themselves with remote work from home on reporting, correspondence and virtual inspections.

Supervisory and administrative staff will be encouraged to work remotely as much as possible. This will be limited by the need to perform in-office functions, such as sending and receiving mail, checking voicemail and processing payments.

Permitting

Permit applications will continue to be accepted electronically or through the mail or Village dropbox. No work shall commence until the permit is approved and the fee is processed, unless explicitly allowed by the Planning & Development Department. Work without permits will continue to be enforced with triple fees. Physical distancing on construction sites will be encouraged as practical as possible.

Construction Inspection Services

Building Inspectors will request to perform inspections virtually as much as practically possible.

Inspection requests for occupied or unoccupied commercial or residential properties will be scheduled based on Inspector availability. Inspectors who are requested to perform on-site inspections shall wear masks and practice physical distancing throughout. Inspectors will provide 10 minutes advance notice of arrival to the site, so areas to be inspected may be cleared of workers. Children, employees, individuals not accompanying the inspector and pets shall remain in a fully separated space away from the inspector for the duration of the inspection. It is preferred that the site be cleared of all workers; however, if necessary, up to one contractor, who shall also be wearing a mask, may accompany the inspector, but must remain a minimum of six feet from the inspector at all times. Failure to clear the area needing inspection or maintain adequate distance from the inspector will result in a failed inspection, and the inspector will leave the site immediately. Inspectors shall wash or sanitize their hands and equipment after each inspection.

Code Enforcement

Code Enforcement will continue to take place on a limited, as available basis. Building Inspectors will continue to accept complaints related to code violations, but will respond on a case-by-case basis. Pro-active code enforcement services will be performed as time and physical distancing allows. Priority will be given to issues related to public health and safety. Work without permits will continue to be enforced with triple fees.