



## CITY OF TALENT • COMMUNITY DEVELOPMENT

PO Box 445, Talent, Oregon 97540

Phone: (541) 535-7401 Fax: (541) 535-7423 [www.cityoftalent.org](http://www.cityoftalent.org)

**Date: March 17, 2020**

### **Subject: Citywide Emergency Department Services Changes in Response to COVID-19**

To ensure the health, safety and well-being of customers and department staff, the Community Development Department is implementing citywide emergency service changes that will be effective until further notice. The service changes respond to the latest directives from state, federal, and local authorities that aim to slow the spread of the COVID-19 pandemic while providing essential City services.

The most recognizable of the service changes will be the elimination of all face-to-face customer interactions between the public and Community Development staff:

**Appointments:** All previously scheduled face-to-face appointments will be rescheduled or conducted over the phone. If you already have an appointment, staff will be in touch with you at the designated appointment time. New appointments for available services can be scheduled by calling 541-535-7401 or emailing [building@cityoftalent.org](mailto:building@cityoftalent.org).

**Building Permit Requests and Submittal Drop-offs:** All walk-in and over-the counter building services are suspended. Customers may only pick up and drop off plans and applications by appointment only. All received documents and plan sets will be processed by Community Development staff without further face-to-face customer interactions. Once received by the City, staff will make contact via phone to arrange for payment by phone. Payment may also be sent via US mail. **Land use permits without the required payment will not be processed until payment is received.** All necessary forms are available online at [www.cityoftalent.org/building](http://www.cityoftalent.org/building). For those without access to the internet, basic building permit applications are available in the brochure rack at the front entrance of City Hall, located at 110 E. Main St.

**Building Inspections:** Building inspections will continue but could be delayed. Homeowners, property owners and licensed contractors needing to schedule an inspection should visit [www.buildingpermits.oregon.gov](http://www.buildingpermits.oregon.gov) or call 1-888-299-2821. When calling for an inspection, use the IVR Number located on your permit.

**Land Use Permits:** All walk-in and over-the counter land use services are suspended. Completed land use permit applications can be printed and mailed to the City at PO Box 445 Talent, OR 97540. Land use permits can also be temporarily submitted via email by emailed all required forms to Community Development at [building@cityoftalent.org](mailto:building@cityoftalent.org). Once received by the City, staff will make contact via phone to arrange for payment by phone. Payment may also be sent via US mail. **Land use permits without the required payment will not be processed until payment is received.** All necessary forms are available online at [www.cityoftalent.org/forms](http://www.cityoftalent.org/forms). For those without access to the internet, basic land use permit applications are available in the brochure rack at the front entrance of City Hall, located at 110 E. Main St.