

In a response to the City of Anna declaring a local state of disaster for public health emergency both the Planning and Building Departments are implementing the following operational changes to help contain and protect the health and safety of neighbors and employees from the spread of Coronavirus or COVID-19 within our community. The following changes will go into effect immediately:

#### **Planning Department**

- Development & Zoning Applications
  - All applications and supplemental material will need to be submitted electronically (no hard copies required). For additional information please review application & checklist requirements <https://www.annatexas.gov/488/Applications-Permits>.

#### **Building Department**

- Residential Permit Application
  - All residential plan applications and supplemental material are required to be submitted electronically (no hard copies).
- Contractor Registration, Certificate of Occupancy, and Sign Applications
  - Completed / signed applications with supplemental material are required to be submitted electronically (no hard copies).
- Commercial Permit Application
  - All commercial plan applications require hard copies. The Building Department has installed two mailboxes outside the department offices located at 3223 N. Powell Parkway. All hard copy submittals/resubmittals need to be made during working hours and materials placed in the correct mailboxes. Drop-off instructions will be provided on-site.

*For additional information on types of Building permits and submittal requirements please visit <https://www.annatexas.gov/1118/Permits>.*

#### **Access to Building & Meetings**

Limited access will be granted to the Public Works, Planning & Development Building. Please contact the respective department prior to visiting the building and/or to request a meeting with city staff. Department and city employee contact information is located on the City website <https://www.annatexas.gov/> under the Departments link.

***If you have any questions on the operational changes please contact Ross Altobelli, Director of Development Services, [raltobelli@annatexas.gov](mailto:raltobelli@annatexas.gov), (972) 924-2616.***