



4/8/21 Update

Building Inspection Division

Re: Changes in Building Permit application process in response to COVID- 19

Effective immediately, consistent with [recommended protocols](#) , the building permitting / inspection process will be as follows:

- **Our office will continue to be available by phone and email** during regular business hours. Please contact the Building Department at (860) 647-3052 or by email at buildingdept@manchesterct.gov
- **Access to Lincoln Center**, the building in which our department is located, will be by appointment only as deemed necessary.
- **Building permit applications-** will be accepted thru the town's [online portal](#) only.
- **Construction drawings and project specifications** deposited in the drop box at the front of Lincoln Center.
- **Inspections-**
 - Inspection requests should be made by email at buildingdept@manchesterct.gov or by calling 860.647.3052.
 - Interior inspections in occupied residential properties MAY require a remote video inspection (RVI) via Apple Facetime or google Duo". Contractor must be on site for RVI's.
 - All other inspections shall continue where social distancing guidelines can be maintained.
- Receipts for permit fees paid, permits and certificates of occupancy and approval shall be delivered by email.
- The building department will continue to respond to emergency call-outs as needed.

During this period of disruption, our department will be working to update our workflows to create a more efficient permitting process that will benefit our community in the future.

**For general questions call the Coronavirus Info Center 2-1-1 or text "COVID19" to 898211
For the latest info. & updates visit: [CDC.gov/COVID19](https://www.cdc.gov/COVID19)
Visit ManchesterCT's COVID-19 page for updates & resources: <http://bit.ly/2TYGLc1>**

