

How to Submit a Planning Application During the COVID-19 Shelter in Place Order

Only emergency or essential permits will be issued during the COVID-19 shelter in place. All others will be processed and, if approved, will be issued when the shelter in place order is lifted.

1. Complete the on-line Planning application, which can be found here: https://www.cityofmartinez.org/depts/planning/planning_department_forms.asp
Type or write clearly and include an e-mail address so we can reach you if needed. Save application as a pdf file to your computer desktop using a distinct file name with the street address of the project. For example: Planning Application -1234 Easy Street then print, sign and scan the application, with required information to the Hightail link below.
2. Check fee schedule for required fees, if you have questions on fees, please e-mail City Planner, Margaret Kavanaugh-Lynch at MKavanaugh-Lynch@CityofMartinez.org. Note that we will accept payment by paper check only during this time.
3. Upload the application and fully dimensioned plans to our Hightail site: <https://spaces.hightail.com/uplink/MartinezPermits> and mail the check with a copy of the permit application, payable to the City of Martinez to:

City of Martinez Planning Department
525 Henrietta Street
Martinez, CA 94553
ATTN: Margaret Kavanaugh-Lynch

4. Alternatively, mail the permit application, check, and three (3) fully dimensioned plans to the same address.
5. City Staff will begin review of the application once payment has been received. You will receive a written receipt of your payment when the City receives it.
6. City Staff will respond via e-mail with comments on the plans, if any.
7. City Staff will inform you when your permit is ready, however **only permits for emergency or essential projects will be issued during the shelter in place.** All other approved permits will be issued after the shelter in place is lifted.

The City will require one (1) hard copies of final plans prior to permit issuance.

If you have any questions, please email Margaret Kavanaugh-Lynch at MKavanaugh-Lynch@CityofMartinez.org

A list of essential projects allowed by Contra Costa County Health Services during the shelter in place is below

Essential Projects allowed under Contra Costa County Health Services order of 3/31/2020

1. Projects immediately necessary to the maintenance, operation or repair of Essential Infrastructure;
2. Projects associated with Healthcare Operations, including creating or expanding Healthcare Operations, provided that such construction is directly related to the COVID-19 response;
3. Affordable housing that is or will be income-restricted, including multi-unit or mixed-use developments containing at least 10% income-restricted units;
4. Public works projects if specifically designated as an Essential Governmental Function by the lead governmental agency;
5. Shelters and temporary housing, but not including hotels or motels;
6. Projects immediately necessary to provide critical non-commercial services to individuals experiencing homelessness, elderly persons, persons who are economically disadvantaged, and persons with special needs;
7. Construction necessary to ensure that existing construction sites that must be shut down under this Order are left in a safe and secure manner, but only to the extent necessary to do so; and
8. Construction or repair necessary to ensure that residences and buildings containing Essential Businesses are safe, sanitary, or habitable to the extent such construction or repair cannot reasonably be delayed.