

Building Department: Frequently Asked Questions

Are you open today?

Yes we are open for business remotely. Our lobby doors are closed, however, we have staff available to help over the phone and via email.

What are your hours?

We are currently available during our normal business hours, Monday – Thursday 8:00 a.m. to 6:00 p.m.; Fridays 8:00 a.m. to 5:00 p.m.

Are you still doing inspections?

Yes. We are following COVID19 safety precautions and enforcing social distancing. .
Please see our website for additional details: [Building Inspections](#)

I have an inspection today, am I on the inspection list?

Inspections are scheduled by 4:00 p.m. the business day prior to the inspection. An email notification is sent to the “Applicant” and “Contractor” to confirm scheduling.

What time can I expect the inspector?

Inspections can be requested for an AM or PM timeslot, (4-hour windows: 8:00 a.m. to 12:00 p.m. or 12:00 p.m. to 4:00 p.m.).

Who is my inspector?

The inspector assigned to your inspection will be updated every morning by 8:00 a.m. An email notification will be sent to the “Applicant” and “Contractor” with the inspector’s name.

Can I submit an electronic submittal?

Yes. Refer to [Building Permits](#) on our website for further instructions.

What happens when my permit is approved?

Refer to [Building Permits](#) on our website for further instructions.

Can I pick up my plans? How do I pick up my plans?

Yes. Refer to [Building Permits](#) on our website for further instructions.

Are you still accepting/processing/issuing production permits?

Yes. Refer to [Building Permits](#) on our website for further instructions.

Can I pay over the phone? How can I pay my invoice?

Yes. Refer to the payment process in [Building Permits](#) on our website for further instructions.

Has the lead time increased for turning around permits?

Yes. Plan checks and permit processing may take a few days longer than normal.

Are you scheduling appointments for pickups?

Yes. Refer to [Building Permits](#) on our website for further instructions

Can I call in inspections without my actual job card and permit in hand, if all my fees and conditions are met?

No. If you need to call an inspection and do not have your job card, escalate these requests to the Permit team via email at bdept@ci.lathrop.ca.us .

What are your requirements for submitting a patio permit?

Refer to the handout in the [Building: Forms, Permits and Applications](#) on our website for further instructions.

Why do I have to have a stamp on my plans?

Refer to “Who may prepare plans” document in the [Building: Forms, Permits and Applications](#) on our website for further instructions.

When is a building permit needed?

Refer to “ICC Code_R105.2 Work Exempt from permit” in the [Building: Forms, Permits and Applications](#) section of our website.

How will you notify developers/contractors/residents/applicants if this changes?

All updates can be found on the City of Lathrop - Coronavirus Disease 2019 (COVID-19) website page: <https://www.ci.lathrop.ca.us/city-manager/page/coronavirus-disease-2019-covid-19>