

Updated 8/28/20

In response to the COVID-19 pandemic, effective March 19, 2020 and until further notice the Department of Inspections and Permits is implementing the following operational changes for the welfare of our employees and the community:

- Effective 3/24/20 – Inspections and Permits has located a drop-box outside the Permit Center building to accept plan submittals while government buildings are closed to the public. For more information please go to the following link:  
<https://www.aacounty.org/departments/inspections-and-permits/blue-notices/?urlTitle=the-department-introduces-a-dropbox-to-receive-plan-submittals-while-government-offices-are-closed-to-the-public-during-the-covid-19-pandemic> .
- By order of the County Executive, all county buildings are closed to the public as of close of business on March 18, 2020.
- All County buildings are currently closed to the public. However, the Permit Center is processing permit applications. All permit and development applications may be submitted by mail or placed in the drop box located in the front of the building and described further in the following link:  
<https://www.aacounty.org/departments/inspections-and-permits/blue-notices/?urlTitle=the-department-introduces-a-dropbox-to-receive-plan-submittals-while-government-offices-are-closed-to-the-public-during-the-covid-19-pandemic>
- Trade permits (electrical, plumbing, mechanical) and perc applications may also be submitted on-line by visiting:  
[https://aacoprod.aacounty.org/PACInternetMenu/servlet/PACInternetMenuServlet?EVENT=PACMenu\\_OnLoad&PAGENAME=Robin](https://aacoprod.aacounty.org/PACInternetMenu/servlet/PACInternetMenuServlet?EVENT=PACMenu_OnLoad&PAGENAME=Robin)
- PLEASE NOTE: Due to COVID-19, permit processing is slightly delayed. Our staff is working diligently to process permit applications as quickly as possible. Currently, permit applications are entered into the system approximately 5 business days after they are received. Permits applications are then given a 10 business day review timeframe. Thank you for your patience.
- Once a permit is entered into the County permit database it can be monitored by visiting the following site:  
[https://aacoprod.aacounty.org/PACInternetMenu/servlet/PACInternetMenuServlet?EVENT=PACMenu\\_OnLoad&PAGENAME=Robin](https://aacoprod.aacounty.org/PACInternetMenu/servlet/PACInternetMenuServlet?EVENT=PACMenu_OnLoad&PAGENAME=Robin)
- For inspections in occupied structures, building, trade and code enforcement inspectors shall ask the occupant the following questions before entering. For additional information, see AADOH “COVID-19 Guidance for Home Visiting.”
  - Is anyone in the home sick?

- Is or has anyone in the home been quarantined?
- Does anyone have a fever, persistent cough, or difficulty breathing?
- Is there any reason not to do the inspection?
  
- Final inspections receiving a Certificate of Occupancy will be sent via email when requested. Please send requests to [ipmailbox@aacounty.org](mailto:ipmailbox@aacounty.org).
  
- Inspection arrival times cannot be guaranteed but will be performed on the day requested.
  
- Semi-annual cab inspections are postponed until further notice.
  
- Walk-in Public Information Requests will not be accepted until further notice. Only electronic requests will be accepted:  
<https://www.aacounty.org/services-and-programs/public-information-act-request>.

The COVID-19 situation continues to change and the Department may have to implement more operational changes as needed. Our first priority is to make every effort we can to protect our staff and reduce community exposure and spread of the virus. We will continue to closely monitor this issue and will update residents on any further changes to our hours, programs, or services.

For updated information about COVID-19, please call 2-1-1, or visit <https://clicktime.symantec.com/33UKE4KEmy4YJQPjX66UqQy7Vc?u=www.aahealth.org%2Fcoronavirus>

The department encourages all residents to consult reputable public health resources available online including:

Anne Arundel County Department of Health

<https://clicktime.symantec.com/3X7Mhg3Vh3J2ifCmdVRiMR87Vc?u=https%3A%2F%2Faahealth.org%2F>

Maryland Department of Health

<https://clicktime.symantec.com/3KpuV5p3L79rzBeaCwDAkhY7Vc?u=https%3A%2F%2Fhealth.maryland.gov%2Fpages%2Fhome.aspx>

Centers for Disease Control and Prevention

<https://clicktime.symantec.com/3PvvQ1MEu6zgmKtJYSxVzkT7Vc?u=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Findex.html>

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