



2400 Shady Court * De Pere, WI 54115 * Phone: (920) 336-9131 * Fax: (920) 336-9193

March 25, 2020

RE: Permit Applications **COVID-19 Temporary Procedures**

Please note that the Town of Lawrence is trying to maintain a reasonable approach to the issuance of building permits, while also adhering to health and safety guidelines put forward by the state and local authorities.

Please consider the following points while applying for building or zoning permits...

- 1) We strongly encourage the use of electronic applications and plans. Our applications can be found on our website at www.townoflawrence.org. Our typical lead times for plan review remains to be up to 10 days, per ordinance.
- 2) To help with the application process, we will accept applications without payment. We will review plans, process permits, and notify the applicant of approval. **Permit fees are due at time of permit issuance.**
- 3) Staff will be reviewing plans and conducting inspections by appointment on all new homes or non-occupied structures.
- 4) In the interest of health and safety, staff may accept the submittal of photos in place of inspections of occupied homes or spaces. This procedure must be reviewed and approved by the inspector.

Feel free to contact us regarding any information needed at this time.

Thank you,

Scott Beining
Building Inspector/Zoning Administrator
Town of Lawrence

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