



While Town Hall is closed to the public, **Building, Planning, and Public Works staff will continue to process development, land use, and right-of-way applications and to conduct inspections.** To preserve public safety, however, certain changes to standard business practices have been implemented.

Applications for right-of-way permits, building permits, certificates of appropriateness (design review), and land use permits may be submitted:

- By mail to the attention of the Town Planner at Town of Coupeville, P.O. Box 725, Coupeville, WA, 98239; or
- By appointment with the Town Planner, who may be reached at planner@townofcoupeville.org or (360) 678-4461 Ext 103.
- Simple applications for plumbing, mechanical, re-roof, and right-of-way permits may be submitted by email in PDF format. Where the quality of the PDF is not adequate for review, hard copies may be required.

Reviewing staff will coordinate with applicants on submittal of revisions or supplemental information necessary to complete the review.

Review fees will be determined by staff consistent with the current adopted fee schedule and communicated to the applicant. Fees may be mailed to Town of Coupeville, attention Permitting, at the address above or placed in the utility drop box at Town Hall in an envelope. All payments must include the Town file number for the application. Checks must be made out to the Town of Coupeville.

Following permit approval and receipt of all applicable fees, permits may be mailed to the applicant or issued in person by appointment with the Town Planner.

Building, mechanical, and plumbing inspections will be scheduled with the Building Official, as before, by email to BuildOfficial@townofcoupeville.org or by phone at (360) 678-4461 Ext 108. For the time being, inspections will likely be consolidated on one day per week. As currently, the Building Official's email and phone will be checked Tuesday, Wednesday, and Thursday.

Right-of-way and temporary erosion and sediment control inspections by the Public Works Superintendent may be scheduled by email to publicworks@townofcoupeville.org.

Town staff will make every effort to maintain pre-pandemic levels of service for our citizens and applicants. Thank you for your patience and understanding during this challenging period.