

COVID-19 Policy

PLANNING, ZONING & CODES



SULLIVAN COUNTY PLANNING & CODES DEPARTMENT

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Date: March 17, 2020

Planning Emergency Operations in Response to COVID-19

During this time, The Planning and Codes Department wants to be available and accessible to the public but limit as much personal contact as possible until further notice.

Engagement

The Planning and Codes Department will use established social media, web site and news media for engagement with the citizens of Sullivan County as needed.

Communications

Staff will continue to be available through email and phone as usual. Should the courthouse close, some staff that are not assigned to field operations will be working from home.

Inspections

We are willing to conduct site visits and inspections on new builds and porches without contact with others. Lead times for scheduling inspections may increase. We will not be inspecting any remodels at this time if structure is occupied. We feel it is better to limit ourselves from a structure that is currently occupied for the health and well-being of everyone.

Public Meetings

If need be, we will move public meetings to a digital version that may include a variety of media options and a 45-day public comment period subject to State Law on the Open Meetings Act. Staff will work with applicants on presentations for Planning Commission or BZA meetings. Meetings may be postponed and will only take place if the application pertains to an emergent situation decided by the Planning Director.

Pre-Submittals and other Meetings

We are limiting group meetings to either phone conferencing, Zoom or similar platforms. We will notify all those who are scheduled for upcoming meetings now to submit information to staff so that we can provide necessary advice and guidance. We will have a drop box outside the department office but within the courthouse corridor that will allow you to drop off Plats, Plans, etc... prior to our meeting. All pre-approvals should be submitted electronically to the Planning Director.

New Permits

New permits may be applied for online at www.sullivancountytn.gov and go to Planning & Codes. Permit application can be filled out online or printed and mailed to our office. You may also print and email to planning@sullivancountytn.gov

All new permits will be subject to review by our staff. Once reviewed and accepted you will be notified. An invoice with instructions on payment details will be sent to you.

General information

We would like to keep from directly interfacing with the public. At this time our team is currently working to have permit, planning and zoning applications available for online submittal, and will continue to have a staff member at the Planning and Codes counter to accept paper applications and payment. Please call prior to coming to our office.

All planning inquires can be submitted via email at planning@sullivancountytn.gov or contact our office at 423-323-6440. Please leave a detailed message and be patient as we endeavor to respond.

We hope you will understand these decisions considering current public health risks. If you have questions or other concerns regarding operations or staff availability, please let us know by contacting our office.

As we do our best to be responsive, we will be adapting as situations change. This may cause a delay and some confusion may occur. Please bear with us as we work through these changes together.

Please check our website for further updates and watch for further updates through news and social media as we adapt to operate in serving our citizens of Sullivan County.

COVID -19 Policy: <https://sullivancountytn.gov/> COVID-19 policy link at top of page.

Upload Documents:

Facebook: Sullivan County Planning & Codes Department

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