City of Capitola Guidance on Essential Infrastructure, Building Permits, and Building Inspections
(Dated March 18, 2020)

This memo is a guidance document to assist with the understanding of what development projects may be worked on during the Santa Cruz County Health Order for the public to shelter in place. It is subject to change at any time and open to interpretation by the Building Official and Community Development Director. The following guidance is consistent with the Santa Cruz County Health Order for the public to shelter in place and all governmental agencies to cease non-essential operations at physical location in the county with exceptions specifically stated within sections 10.c, 10.d, and 10.i, as follows:

Section 10.c “For purposes of this Order, individuals may leave their residence to provide any services or perform any work necessary to the operations and maintenance of "Essential Infrastructure", including, but not limited to, public works construction, construction of housing (in particular affordable housing or housing for individuals experiencing homelessness), airport operations, water, sewer, gas, electrical, oil refining, roads and highways, public transportation, solid waste collection and removal, internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services), provided that they carry out those services or that work in compliance with Social Distancing Requirements as defined this Section, to the extent possible.”

Section 10.d “For purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others who need to perform essential services are categorically exempt from this Order. Further, nothing in this Order shall prohibit any individual from performing or accessing “Essential Governmental Functions,” as determined by the governmental entity performing those functions. Each governmental entity shall identify and designate appropriate employees or contractors to continue providing and carrying out any Essential Governmental Functions. All Essential Governmental Functions shall be performed in compliance with Social Distancing Requirements as defined in this Section, to the extent possible.”

Section 10.i “For purposes of this Order, residences include hotels, motels, shared rental units and similar facilities”.

Guidance on Essential Infrastructure
Pursuant to the March 15, 2020, County of Santa Cruz Health Officer Order, the Building Official of Capitola considers the following list of services or work necessary to the operation and maintenance of "Essential Infrastructure”. As stated in the order section 10.e, individuals may leave their residence to provide any services or perform any work necessary to the operations and maintenance of "Essential Infrastructure” provided that they carry out those services or that work in compliance with Social Distancing Requirements as defined this Section, to the extent possible.

List of Essential Infrastructure
1. Public Works Construction.
2. Construction of Housing Units including hotels, motels, shared rental units, and similar facilities.
a. New housing units.
b. Reconstruction/replacement housing units for homes which were demolished prior to the order being in place and are in the process of being rebuilt.
c. Residential construction to make existing uninhabitable dwellings habitable.
d. Residential construction to ensure health, safety, and welfare of the inhabitants.
   1. Provide connection to all utilities including sewer, water, gas, and electric.
   2. Maintain essential internal functions of residences including plumbing, HVAC, water heaters, electricity, cooking, and operating bathrooms.
   3. Repair of essential building shell for safety, including roofing repairs and leaks.
e. Commercial Construction to ensure safety of the building currently under construction.
f. Commercial Construction to ensure health, safety, and welfare of centers providing essential activities as outline in the Order.

4. Sewer infrastructure.
5. Gas infrastructure.
7. Road and highway infrastructure.
8. Public transportation infrastructure.
9. "Essential Governmental Functions," as determined by the City of Capitola.

Building Permits

The City is currently processing applications and issuing building permits for essential infrastructure projects. All applications must be submitted electronically. See the building webpage at https://www.cityofcapitola.org/building for more details.

The City is also accepting application for non-essential infrastructure permit. The permits will be issued upon the termination of the shelter in place order.

Building Inspection

The City is currently providing building inspections daily for active building permits for essential infrastructure. All inspections must be requested through email by 4 pm the prior day. Email your request for a building inspection to building@ci.capitola.ca.us. Please include the permit number, address, contract name and phone number, and type of inspection.