

In an effort to protect the citizens and City staff from being exposed to or contracting Coronavirus (COVID-19) Building Inspections and the Great Bend Fire Department are implementing guidelines in regards to our daily operations. These guidelines are being reevaluated as changes and updates occur and are subject to change at any time. However, we will do all we can to maintain inspections and permitting while taking necessary safety precautions.

## **EFFECTIVE IMMEDIATELY**

- The Building Inspection Department and the Great Bend Fire Department (Stations 1 & 2) are closed to the general public. Employees are still working to continue business services and can be reached at the following numbers:

**Great Bend Fire Department / Ambulance Business calls**

**620-793-4140**

**Building Inspections calls**

**620-793-4106**

- **Inspection Procedures**

All essential inspections will continue as normally as possible. When calling to schedule an inspection you will be asked screening questions (Do you have a fever, cough or shortness of breath? Have you been around anyone showing these symptoms? Are you currently under quarantine or have you been instructed to self quarantine?) If you answer yes to any of these questions we will explore alternative inspection methods. If none of these symptoms are present we will conduct the inspection as normal. However, we will be practicing social distancing. We will not be shaking hands or making physical contact and we will maintain 6 feet of separation.

- **Fire Inspections**

Fire Inspections will be suspended until further notice. Special circumstances will be evaluated on a case by case basis.

- **Permit Procedures**

Permit procedures will be conducted via telephone and electronically as much as possible. Our department will be available by phone at 620-793-4106 to answer permit, licensing and inspection questions. Permits will continue to be issued. Applications can be obtained via our website at [greatbendks.net](http://greatbendks.net) under Building Inspections or we can send them via email.

Applications can be submitted by email to Maggie ([mglynn@greatbendks.net](mailto:mglynn@greatbendks.net)) or to Logan ([lburns@greatbendks.net](mailto:lburns@greatbendks.net)) or by being placed in the mailbox at Station 1. Permit and licensing payments can be paid by dropping off a check or money order in the mailbox at Station 1 or by credit/debit card over the phone.

Building Inspections and Great Bend Fire/EMS will **NOT** be accepting any cash payments. All payments need to be done by check, money order or credit/debit card. We accept Visa, Mastercard and Discover.

Please forward all questions regarding these procedures to Chief McCormick at 620-793-4140 or by email at [lmccormick@greatbendks.net](mailto:lmccormick@greatbendks.net).