



To: Contractors/Developers  
From: Robert Holtz; Director, City of Murfreesboro Building and Codes Department *RWH*  
Date: April 6, 2020  
Re: Additional Policy Changes due to Governor's Stay at Home Mandate

The Building and Codes Department is implementing the following changes that are in addition to the policy changes issued on March 24, 2020:

**A partial list of the changes from March 24, 2020 include:**

- 1) Inspection request cut off time is 3:00 pm the day before the inspection is needed.
- 2) New dwelling units must be completely vacant while the inspector is performing the framing, insulation and final inspection.
- 3) No inspections will be performed on occupied (lived in) dwelling units.

**New Changes to take effect as stated below:**

**Residential Permits**

Beginning on April 7, 2020 we will no longer issue residential renovation, alteration, addition, pool, fence or accessory structure permits. We will continue to perform inspections of those permits already issued except for occupied (lived in) dwelling units. If a dwelling unit appears to be occupied, we will not perform the inspection.

**Delay in issuance of C of O's**

Beginning on April 8, 2020 Certificates of Occupancy will not be issued until 48 hours after the last final inspection has been passed. This will reduce the possibility of the virus from being passed by the paperwork from the Inspector to the Permit Technician.

**Contacting the Inspectors**

Inspectors will not be in the office beginning April 8, 2020, you may contact them by calling the office and leaving them a voice mail. The phone system will automatically send an email to the inspector so they can listen to the message and return calls the same day. Emailing the inspectors is also an effective way of communicating with them. We understand these changes could affect your operations and schedules, however, we are working to reduce the possible transmission of the virus between team members and from team members to the public. Your understanding and patience would be greatly appreciated.

If you have any questions, please do not hesitate to contact me at (615) 893-3750 or email me at [rholtz@murfreesborotn.gov](mailto:rholtz@murfreesborotn.gov).