



**TRINITY COUNTY**  
**COMMUNITY DEVELOPMENT SERVICES**  
BUILDING ♦ PLANNING ♦ ENVIRONMENTAL HEALTH  
P.O. BOX 2819, WEAVERVILLE, CALIFORNIA 96093  
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**Kim Hunter, Director**

**MEMORANDUM**

DATE: June 9, 2020  
TO: All Interested Parties  
FROM: Kim Hunter, Director of Building & Planning   
SUBJECT: June 10<sup>th</sup> Limited Reopening – COVID-19 Protective Measures

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**The following COVID- 19 preventative measures are being taken for the safety of the public and our staff members:**

**COUNTER:** On Wednesday, June 10<sup>th</sup>, the office will open on a limited basis to members of the public by allowing one person (or a party of two) at one time into the counter area. Appointments are encouraged between 8:00 a.m. to 2:00 p.m. Monday through Thursday. (Fridays only by appointment.) Please contact staff by phone or email to schedule an appointment.

**PAYMENTS:** Checks and credit card payments are preferred. Cash payments of the exact amount due will be accepted for Building, Environmental Health and Planning Departments. Cash payments for the Cannabis Division may be made to the Treasurer's office from 9:00am to 12:00pm by appointment.

**BUILDING & ENVIRONMENTAL HEALTH PERMITS/INSPECTIONS:** Permit applications may be submitted by mail, email or via the drop box that has been installed by the front entrance. Inspections and site visits have resumed with social distancing requirements being maintained at all times.

**PLANNING APPLICATIONS:** May be submitted by mail, email or at the counter by appointment. Please contact Planning staff (Lisa Lozier or Bella Hedtke) for more information or to make an appointment.

**COMMERCIAL CANNABIS CULTIVATION LICENSES (CCLs):** License renewals and transfers may be submitted by mail, email or at the counter by appointment. We are currently not accepting new commercial Cannabis cultivation licenses. CCL inspections have resumed with social distancing requirement being maintained at all times.