



**COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION**

**INTERIM PLANNING DIVISION POLICIES AND PROCEDURES (COVID-19)**

In response to the current outbreak, and for the safety of City Staff and the general public, Planning Division offices will be closed indefinitely. During this time, we will still be performing our core functions and providing public service to the greatest extent of our abilities. Following are several inquiries we expect to hear, with responses that we hope you find helpful. You are welcome to contact us at any time if you have additional questions.

1. How do I reach the Planning Division?

The Planning Division may be reached by email or telephone during our normal business hours. Our normal business hours have not changed. We are available to the public between 9:00 AM and 5:00 PM daily (except that we are unavailable during lunch hour between 12:00 PM and 1:00 PM daily). Our contact information is as follows:

Phone: (805) 875-8213

Email: [planning@ci.lompoc.ca.us](mailto:planning@ci.lompoc.ca.us)

2. How do I submit for a planning permit, obtain a planning permit over-the-counter or re-submit plans?

All of these services that are normally provided at our public counter will continue to be offered. The only difference is that they will require an appointment. You may call or email us at any time to schedule an appointment and we will make every effort to respond to inquiries and/or appointment requests by the following business day.

3. Will someone get back to me so that I know an appointment has been scheduled?

Yes. When making an appointment, however, please propose a time that best suits your needs plus at least two alternative times that will work for you. That will provide us some flexibility when scheduling an appointment in case the time slot you have chosen has already been committed to someone else.

4. How do I find out the status of a permit or an ongoing project?

Permit and/or project information can be obtained at any time through our on-line eTrakit software. The web address is as follows:

<https://www.cityoflompoc.com/government/departments/economic-community-development/planning-division/etrakit>

You are also welcome to contact us directly at our phone number or email address listed above.