



www.mcfarland.wi.us/communityandeconomicdevelopment | 5915 Milwaukee St, McFarland, WI 53558 | 608.838.3154

Memorandum

To: General Public, McFarland Residents, Builders and Contractors
From: Andrew Bremer, Community & Economic Development Director
Date: **October 12, 2020**
Re: **Community & Economic Development Department Response to COVID-19 - UPDATE**

The McFarland Community & Economic Development Department continues to be closed to the public for permit pick-up, drop-off, and in-person meetings with Department staff due to the COVID-19 pandemic.

The Department will continue to accept, review, and process permit applications under limits described herein. Building and zoning permit applications can be picked up from the Village Municipal Building atrium or downloaded from www.mcfarland.wi.us/communitydevelopmentforms. Applications for new building or zoning permits may be deposited in the **new drop box in the west end of the parking lot of the Municipal Center**, in an envelope marked "Attn: Building Inspector" or mailed to:

Village of McFarland
Community & Economic Development Department
5915 Milwaukee Street
PO Box 110
McFarland, WI 53558-0110

Upon review of a complete permit application, Department staff will contact the applicant via phone or email to arrange payment of the application. Payment may be mailed or deposited in the drop box in the parking lot of the Municipal Center via check, payable to the Village of McFarland, or payable by credit card over the phone. Note there is a fee charged for credit card payments. Upon receipt of payment, Department staff will mail a copy of the approved building permit and receipt.

Building permits requiring on-site inspection require those portions of the building under inspection to be cleared of people while the building is under inspection. Up to two site managers may accompany the inspector for the inspection if desired, but all individuals on site must remain a minimum of six feet from the inspector. The use of face masks or cloth face coverings is encouraged by individuals that accompany the inspector. Children and pets shall remain in a fully separated space away from the inspector for the duration of the inspection. Failure to clear the area needing inspection or maintain adequate distance from the inspector will result in a failed inspection and the inspector leaving the site immediately.

Please email buildinginspector@mcfarland.wi.us, or call the Building Inspector (608-838-2314), to arrange a date and time to complete your inspection. For general zoning and property maintenance inquiries please call 608-838-3154 or email community.development@mcfarland.wi.us

We are implementing these precautionary actions to slow the spread of COVID-19. The health and safety of our residents, employees, and community is important to us. If you have any questions or concerns please do not hesitate to reach out to the Department at 608-838-3154.