

Services During Coronavirus Pandemic

Cottonwood Heights Community & Economic Development Department

Due to the COVID-19 pandemic, the City of Cottonwood Heights has declared a local state of emergency. Public hours at city hall have been reduced, and most of the department's staff has been directed to work from home. These modified city operations will be in effect for the next two weeks. At that time, the situation will be reassessed.

Below is a summary of how department services will be affected:

Public Office Hours

The public is encouraged to call the city in lieu of visiting city hall and may call 801-944-7000 Monday through Friday, 8:00 a.m. – 5:00 p.m. for assistance.

Public office hours will be limited to the following times:

- Monday – 8:00 a.m. – 12:00 p.m.
- Wednesday – 2:00 p.m. – 5:00 p.m.
- Friday – 8:00 a.m. – 10:00 a.m.

Even with these office hours, staff will be limited, and most department staff have been directed to telecommute.

Animal Licensing

Animal licensing will continue to take place. Licenses may be issued and renewed in person during the limited business hours. Licenses may also be issued and renewed over the phone at 801-944-7000, and the public is encouraged to call instead of visiting city hall. Please allow additional time for processing due to limited staffing. No late fees will be assessed during the limited office hours.

If your pet has been impounded, please call 801-944-7000 for assistance.

Building Permit Applications

Building permit applications and plans will continue to be accepted through the city website. Building permit applications will not be available to complete in person at city hall. Permit and plan check payments will be processed in person or over the phone during limited business hours. If you would like to pay over the phone, please call 801-944-7062. If additional assistance is needed, a staff member can be contacted anytime at permits@ch.utah.gov.

Plan reviews will still be completed within appropriate deadlines.

Building Inspections

Building inspections will continue to take place five-days per week during normal business hours, albeit with extra precautions in the field that will be communicated prior to inspection. Inspections may continue be scheduled through the city website or by calling 801-944-7082.

Business Licensing

License applications and renewals will continue to be accepted and processed. License applications and renewals may be submitted electronically to businesslicense@ch.utah.gov. All required payments will be processed during limited business hours. No late fees will be assessed during the limited office hours. Please allow additional time for processing due to limited staffing.

Pre-Application Conferences and Land Use Applications

All questions regarding pre-application conferences and land use applications may be directed to Matthew Taylor, Senior Planner, at 801-944-7066 or mtaylor@ch.utah.gov. All required pre-application conferences will be held via conference call. Land use applications may be submitted via email to Matthew Taylor and required payments may be made in person or via telephone (801-944-7000) during limited office hours.

Public Meetings

All remaining Community Development public meetings in March have been postponed (Administrative Hearing, Architectural Review Commission). The April 1st Planning Commission meeting has also been cancelled. Administrative Hearings, Architectural Review Commission, Planning Commission, and Appeals hearings will plan to take place as scheduled after that. It is very likely that these meetings will take place in a modified manner. Parks, Trails, and Open Space Committee meetings are postponed until further notice.

Staff Availability

Very limited staffing will be available in person, even during limited office hours. The public is encouraged to conduct business via phone and email as much as possible. If assistance is needed, please call 801-944-7000 before visiting city hall. It is very likely that assistance may be provided without an in-person visit.