

Date: March 19, 2020

From: Kindon Meik, City Manager  
Soledad Ruiz-Nuñez, Finance Director  
Kevin Tromborg, Community Development Director

Re: COVID-19 City Hall Front Lobby Closure

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In order to limit exposure to and prevent unintended transfer of COVID-19 (coronavirus) the City of Corcoran will be closing the front lobby at City Hall **effective immediately**. Please know that the decision to close lobby will not affect the day-to-day operations of the City and is a precautionary measure carried out with the health and safety of the public in mind. The closure will be until further notice.

**UTILITY PAYMENTS (WATER, SEWER, TRASH) MAY BE MADE VIA:**

- Credit card at [www.cityofcorcoran.com](http://www.cityofcorcoran.com)
- Check or money order in the drop box on the right side of the entrance door
- Request Appointment 559-992-2151 ext. 221

**REQUESTS TO BEGIN OR SUSPEND UTILITY SERVICES:**

- Request Appointment 559-992-2151 ext. 221

**PAYMENTS OF HOME LOANS MAY BE MADE VIA:**

- Check or money order in the drop box on the right side of the entrance door
- Request Appointment 559-992-2151 ext. 221

**PLANNING APPLICATION SUBMITALS:**

- Please call 559-992-2151 ext. 232 or ext. 225 for appointment

**PUBLIC RECORDS REQUEST OR TO SUBMIT A CLAIM:**

- Request an appointment by calling 559-992-2151 ext. 235
- Email [marlene.spain@cityofcorcoran.com](mailto:marlene.spain@cityofcorcoran.com)

**CODE ENFORCEMENT:**

- To report a code violation, please call 559-992-2151 ext. 700
- To speak with the Code Enforcement Officer: 559-992-2151 ext. 227
- To speak with the Building Official: 559-992-2151 ext. 232.

**HOUSING/CITY LOANS:**

- Please call for an appointment. 559-992-2151 ext. 225 or ext. 232

**TRANSIT:**

- Transit will continue its operations. For latest information or service please call 559-992-2177

**BUILDING INSPECTIONS:**

- Building Inspections will continue on Tuesday and Thursday. Please call the inspection line 559-992-2151 ext. 600

**BUILDING PERMIT APPLICATIONS AND PLAN CHECK SUBMITTALS:**

**1. Simple (no plans) Building permit application submittals.**

- a. Use our drop-box or mail the documents to:

832 Whitley Avenue,  
Corcoran, CA 93212

- b. Once the permit has been processed, we will notify you of the building fee. Payments are by check or money order and can be mailed or dropped off.
- c. For permit pick-up and plan submittal, please call us to schedule an appointment.

**2. Permit application submittal with plans.**

- a. Please submit two (2) sets of plans and all documents by mail to:

832 Whitley Avenue  
Corcoran Ca 93212

- b. Please submit a third set of plans and documents by e-mail to: [josephine.lindsey@cityofcorcoran.com](mailto:josephine.lindsey@cityofcorcoran.com) or mail the third set on a flash drive

## **CONTACT INFORMATION FOR CITY HALL SERVICES:**

Community Development Director/Planner/Building Office:

559-992-2151 ext. 232

[kevin.tromborg@cityofcorcoran.com](mailto:kevin.tromborg@cityofcorcoran.com)

Community Development, Permit Technician, Housing:

559-992-2151 ext. 225

[josephine.lindsey@cityofcorcoran.com](mailto:josephine.lindsey@cityofcorcoran.com)

Building Inspector/Code Enforcement:

559-992-2151 ext. 227

Building Inspection Requests: 559-992-2151 ext. 600

Code Enforcement Complaints: 559-992-2151 ext. 700

[mitchell.couch@cityofcorcoran.com](mailto:mitchell.couch@cityofcorcoran.com)

Finance Director:

559-992-2151 ext. 268

[soledad.ruiz-nunez@cityofcorcoran.com](mailto:soledad.ruiz-nunez@cityofcorcoran.com)

City Clerk:

559-992-2151 ext. 235

[marlene.spain@cityofcorcoran.com](mailto:marlene.spain@cityofcorcoran.com)

City Manager:

559-992-2151 ext. 228

[kindon.meik@cityofcorcoran.com](mailto:kindon.meik@cityofcorcoran.com)