The City of Hanford is an essential government entity and will remain open for business. Please note, although we are operational, certain changes will be enacted to reduce contact, maintain social-distancing requirements, and help ensure the safety of our community and staff. Effects of these changes may impact our normal response time, application review period, inspections, and entitlement processes.

Please follow the procedures, below:

1. Conduct all meetings via phone or email with staff.
   
   If it is deemed absolutely necessary to meet with staff, please set an appointment.
   
   Maintain social-distancing requirements of six feet when meeting in person.

2. Submit **ALL** building permit applications and accompanying documents via mail, email (10 MB limit), or DropBox on the City website

   **Mail:**
   City of Hanford Community Development Department  
   Building Division  
   **Attention: Tom Webb**  
   317 N. Douty Street  
   Hanford, CA 93230

   -or-

   **E-mail:**  
   TWebb@cityofhanfordca.com

   -or-

   **DropBox:** [currently on the bottom of the solar permit page – should be moved to main building division page](https://www.cityofhanfordca.com/departments/community_development/building_division/solar_permits.php)

Submit payment via mail (check), city drop-box outside of the Finance Department (make sure to include the department, division, and person you are directing the check to), or pay fees online (service fees apply).

**Applications will not be processed until payment is received.**
Do not begin your construction project until your plans have been approved and a permit has been issued. Please note, due to changes enacted to ensure the safety of our community and staff, standard turn-around time for permits may be delayed several weeks. We appreciate your patience and cooperation during this difficult time.

3. Staff will call to alert you when plans are ready-to-issue. If it is necessary to pick-up the plans in person, follow the procedure below:

   - Make an appointment
   - Staff will let you know the fee amount due – have your check ready or pay ahead online
   - Maintain a six-foot distance from staff when picking up plans.

If you or someone you have been in contact with has experienced flu-like symptoms in the past 24 hours, do not enter City Hall. NO EXCEPTIONS.

4. Contact the Building Division with any further questions at (559) 585-2581 or via email: twebb@cityofhanfordca.com