



## Service Notice Building Inspections – Town of Highland Park COVID-19 Response

### Permit Applications Inspections

### Plan Reviews Code Enforcement Activities

Pursuant to Dallas County Judge Clay Jenkins' amended Order, Effective 11:59 PM on March 23, 2020 until 11:59 PM on April 3, 2020;

Essential Critical Infrastructure in both Residential and Commercial Construction will continue to occur within the Town of Highland Park. However, to meet the Essential Government Functions, the Department of Building Inspection will be conducting all its Permit Application and Plan Review Activities and correspondence(s) via digital submittals and telephonic communications. The Permit Inspections and Code Enforcement responses will also be conducted via electronic requests by using the Online Permit and HP4U Software. These two functions are available by accessing the appropriate solution on the Town's Website [www.hptx.org](http://www.hptx.org) searching for [Online Permit](#) (permits/inspections) or [HP4U](#) (customer request management "CRM" tool).

1. The Department will be closed to the public for meeting with department staff. We will gladly receive your phone call and electronic communication to assist in providing the best response possible in order to comply with social distancing as defined in the Dallas County Order.
2. Our inspectors will respond to permit inspection requests within 24-48 hours in accordance with the type and need for the inspection. If access to a secured residence/business is needed, please provide the contact phone number on the inspection request so meeting arrangements may be made.
3. The Town has contracted with Bureau Veritas of North America (BV) to assist in making inspections and meeting the needs of the construction community. If your inspector is not a Town Employee, they will be identified with a BV uniform and identification badge as they represent our department and conduct the necessary inspections.
4. Our inspectors will practice the 6-foot minimum social distancing separation and be provided with person protection equipment (PPE) for limiting exposure to touch in and around the construction site(s). Your assistance in providing limited staffing on the site during the inspection phase will be appreciated.
5. Code Enforcement Activities will also be conducted with extreme caution to provide social distancing and to keep each other safe.
6. Please use the contact information below to access our department staff:
  - a. Kamil Miskowiec, Plans Examiner/Permits (214) 559-9410 [kmiskowiec@hptx.org](mailto:kmiskowiec@hptx.org)
  - b. Don Young, Senior Building Inspector (214) 559-9433 [dyoung@hptx.org](mailto:dyoung@hptx.org)
  - c. Gabriel Rojas, Building Inspector/Code Enforcement (214) 559-9354 [grojas@hptx.org](mailto:grojas@hptx.org)
  - d. Kirk Smith, Assistant Director of Town Services (214) 559-9408 [ksmith@hptx.org](mailto:ksmith@hptx.org)
7. As of March 26, 2020, we are deferring any non-emergency inspections within occupied dwellings until further notice for the protection of Town residents who are sheltering in place due to the Dallas County COVID-19 Order. Contact our Senior Building Inspector, Don Young, if clarification is needed.

We appreciate your understanding for these limitations as we strive to continue safely serving our residents and the public during this time.