

**DeKalb County Planning and Sustainability Department**  
**Plan Reviewers Action Plan during COVID-19 crisis**  
*(for both working from home and office/building)*



Staff	Duties/Task	Monitoring
Robert Satterwhite (Lead Residential)	<ul style="list-style-type: none"> <li>- Plan review</li> <li>- Respond to emails and calls</li> <li>- Assist customers as necessary</li> <li>- Assign residential plans &amp; informational signs to the appropriate reviewer daily</li> </ul>	<ul style="list-style-type: none"> <li>- Copy me on all emails exchanged with customers</li> <li>- Provide me with a daily report of projects completed</li> </ul>
Linda Walton (Residential)	<ul style="list-style-type: none"> <li>- Plan review</li> <li>- Respond to emails and calls</li> <li>- Assist customer as necessary</li> <li>- Notify other departments of needed reviews for current projects</li> </ul>	<ul style="list-style-type: none"> <li>- Copy me on all emails exchanged with customers</li> <li>- Provide me with a daily report of projects completed</li> </ul>
Ken Bailey (Residential)	<ul style="list-style-type: none"> <li>- Plan review</li> <li>- Respond to emails and calls</li> <li>- Assist customer as necessary</li> <li>- Notify other departments of needed reviews for current projects</li> </ul>	<ul style="list-style-type: none"> <li>- Copy me on all emails exchanged with customers</li> <li>- Provide me with a daily report of projects completed</li> </ul>
Tony Pruitt (Lead Commercial)	<ul style="list-style-type: none"> <li>- Plan review</li> <li>- Respond to emails and calls</li> <li>- Assist customers as necessary</li> <li>- Assign commercial plans to the appropriate reviewer daily</li> </ul>	<ul style="list-style-type: none"> <li>- Copy me on all emails exchanged with customers</li> <li>- Provide me with a daily report of projects completed</li> </ul>
Mike Collins (Commercial)	<ul style="list-style-type: none"> <li>- Plan review</li> <li>- Respond to emails and calls</li> <li>- Assist customer as necessary</li> </ul>	<ul style="list-style-type: none"> <li>- Copy me on all emails exchanged with customers</li> <li>- Provide me with a daily report of projects completed</li> </ul>

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	<ul style="list-style-type: none"> <li>- Notify other departments of needed reviews for current projects</li> </ul>	
April Turner (Commercial)	<ul style="list-style-type: none"> <li>- Plan review</li> <li>- Respond to emails and calls</li> <li>- Assist customers as necessary</li> <li>- Notify other departments of needed reviews for current projects</li> </ul>	<ul style="list-style-type: none"> <li>- Copy me on all emails exchanged with customers</li> <li>- Provide me with a daily report of projects completed</li> </ul>
Greg Campbell (Commercial)	<ul style="list-style-type: none"> <li>- Plan review</li> <li>- Respond to emails and calls</li> <li>- Assist customers as necessary</li> <li>- Notify other departments of needed reviews for current projects</li> </ul>	<ul style="list-style-type: none"> <li>- Copy me on all emails exchanged with customers</li> <li>- Provide me with a daily report of projects completed</li> </ul>
Usha Caudill (Admin. Assistant)	<ul style="list-style-type: none"> <li>- Assist with keeping up with emails and complan</li> <li>- Assist with returning phone calls and emails to customers</li> <li>- Pull daily reports for Rodney</li> <li>- Assist with removing old permit files</li> <li>- Preparing old records for archive</li> </ul>	<ul style="list-style-type: none"> <li>- Copy me on all emails</li> <li>- Provide Rodney with a daily report of tasks completed</li> </ul>
Rodney Miller (Plan Review Manager)	<ul style="list-style-type: none"> <li>- Stay in touch with staff through daily calls (Zoom)</li> <li>- Plan Review</li> <li>- Respond to emails and calls</li> </ul>	-

Staff	Duties/Task	Monitoring
	<ul style="list-style-type: none"> <li>- Provide reports to Sr Management</li> <li>- Daily check on expectations of reviews (inspect what you expect)</li> <li>- Assist customers with ePlan permitting</li> </ul>	

**Additional guidance:**

- **Email Correspondence:** starting 3/16/2020, and until further notice, in order to facilitate the permitting process; all departments shall provide/send their comments to the applicants electronically since the applicants can no longer come to the 2<sup>nd</sup> floor to pick up their comments.
- **Virtual Meetings:** All employees are to download the ZOOM app so that we should be able to have virtual meetings when necessary
- **Drop-off boxes** are being created and are placed at the entrance of our building (330 W Ponce de Leon Ave) where applicants/customers can drop off their plans/resubmittal for projects that are not currently eplans
- **Submit Plans Electronically:** In case where we are not to report to work, applicants/customers may resubmit their plans for reviews electronically as a pdf. The following instructions to be provided to the customers:
  - The project name & AP#
  - Email must specify which departments the pdf is to be sent to
  - The comments from each one of those departments must be attached to the email.
  - Comments from each department shall be provided as separate attachments. Do not combine all comments as one document/attachments.
- **ePlans:** All new applications will be processed as eplans when we are no longer able to report to work.
  - The application form will be sent to the customer through email

- Customer will complete the application and send it back OR submit application online by themselves
- Application will be processed and fees generated
- The customer will be required to create an account to match the application processed on IPS dynamic portal and pay the fees
- Project will be moved to ProjectDox and customer will be notify to upload the plans
- Eplans upload guidelines shall be sent to the customer with the ProjectDox login information