Public Access to the Jefferson County Courthouse and Other County Buildings:

1. Unless changed by further notice the County Courthouse and other county buildings will be closed to the public until April 1, 2020. At that time, the County will re-evaluate the situation to determine if an extension is needed.

2. During this time, County staff will remain on duty and ready to assist citizens with their needs, primarily via telephone and other online services (i.e. email, Facebook messaging, county website, etc.). The Commission is confident we can continue to serve the community through the use of these tools.

3. In the rare instance Commission Staff is not able to accommodate your needs via the telephone or other online tools, a member of the public may request an appointment with County staff by calling (304) 728-3284. This is the County Commission main number. For general assistance, the public should begin with this number and will be forwarded to the appropriate staff person.

4. Most county business can be conducted online via the county website at www.jeffersoncountywv.org. The following are specific links for each type of county business:
   - Registering to vote: https://ovr.sos.wv.gov/Register/Landing
   - Inquiries regarding Assessments: assessor@jeffersoncountywv.org
   - Ambulance Fee Payments: http://www.jeffersoncountywv.org/find-it-fast/pay-ambulance-fee-online
   - Recording in the County Clerk’s Office: http://www.jeffersoncountywv.org/county-government/elected-officials/county-clerk/recording-indexing
   - Building Permits, Inspections, Planning and Zoning Applications: e-mail engineering@jeffersoncountywv.org

5. All Elected officials and Department Heads are instructed to allow the public to conduct business via phone, email or mail when possible.

6. A drop box located at 112 E. Washington Street, Charles Town, WV 25414 will be available for members of the public who need to deliver hard copies of documents to the County in person.

7. The meetings of all county boards, commissions, committees or any other county body holding public meetings and public hearings shall be cancelled or continued through April 1, 2020.