

General Information

The Land Use Departments will be open to the Public between 8:30 AM to 5:00 PM Monday to Thursday and 8:30AM to Noon on Friday.

This guide is designed to assist you in the permit process when you are considering new construction, remodeling and/or addition, out building (such as garages and sheds), swimming pool, etc. Because this guide is designed to address all types of projects from new construction to a simple shed, all or part of the information is applicable depending on your individual project.

It is recommended that you research the feasibility of your project prior to commencing with permits as to: Wetlands (if on or near your property), Health (septic size and location in relation to your project; location of well in relation to your project), Zoning (location of project in relation to property lines and proposed usage).

To begin the permit process, contact the Land Use Administrative Assistant. She will get you started with the necessary forms and explain the procedure to you. Once you begin the permit process any changes will be handled in one of two ways. A new application can be started for the changes or the original project will be voided and a new application started including all changes. Be aware that this may involve additional fees and additional time since each department will have to review the changes.

Because each department has codes and regulations they must adhere to and enforce, it is possible that more than one department will require their own permit (see Land Use Department Sign Off Sequence sheet). This must be done in sequence prior to continuing on to the next department. Copies of codes and/or regulations are available for sale in the Land Use Department. Individual pages can be purchased for .50 a copy.

If you have specific questions, please feel free to contact any of the following departments and the staff will assist you:

Environmental Enforcement Officer	Timothy Simpkins	312-5640
Sanitarian	Richard Jackson	312-5640
Director of Health	Timothy Simpkins	312-5640
Public Works Director	Bobby Rzara	312-5629
Zoning Enforcement Officer	Maria Horowitz	312-5646
Fire Marshal	Mike Crawford	312-5731
Water Supply Committee Chairman	Michael Gill	312-5646
Building Official	Ronald Malmberg	312-5646

NO WORK SHALL BEGIN UNTIL THE BUILDING PERMIT IS ISSUED.

A Certificate of Occupancy will not be issued by the Building Official until all necessary departmental inspections and sign offs have been accomplished (please refer to the Permit Process for more specific information). If you or your agent neglect to make arrangements for a final inspection, you will not be issued a Certificate of Occupancy, leaving your permit open, which may cause you difficulty in the future.

This process may seem cumbersome and lengthy, but be assured that these requirements are for your protection as well as that of the Town.

Good luck with your project.

Land Use Department