

**TOWN OF BAYVIEW
POLICY AND PROCEDURE**

POLICY TITLE: **PROCEDURE FOR ISSUING BUILDING PERMITS**

ORIGINAL DATE: **4/15/2010**
LAST REVIEW DATE: **11/20/2014**
SUPERSEDES: **4/15/2010**

POLICY PURPOSE: To define the process and procedures for issuing Town of Bayview Building Permits and to identify the responsibilities for individuals involved in the process.

PROCEDURE:

1. A property owner, builder, or contractor contacts the Town Office regarding permit requirements and documents needed for the proposed project.
2. The Town Secretary will assure that the property owner/builder/contractor has a copy of the Town of Bayview permitting checklist (attached) and a copy of Article XI, Permits from the Town's Zoning Ordinances identifying the required building/remodeling documentation needed for the permit.
3. The application for a permit is submitted to the Town Secretary along with all of the required plans and fees. After reviewing the material, and ascertaining that the application is in compliance with the Town's ordinances and policies, the Secretary will sign the application acknowledging only, that all requirements are met. The application and project plans will then be given to the Building inspector.
4. The Building Inspector will review the application and plans to make certain that Town requirements and applicable Building Code standards are satisfied, and the documentation is in order. The Building Inspector will inform the Town Secretary if any additional information or documentation is necessary for that project.
5. The Town Secretary will initiate and maintain a file for the project with all of the required documentation and a record of each inspection and reinspection completed by the Building Inspector.
6. The Building Inspector will conduct an initial inspection of the project to ensure that the plans and the permit application accurately reflect the proposed work and that all applicable Building Code requirements are being met. When satisfied, the Building inspector will sign and issue the permit or inform the property owner/builder/contractor of any additional requirements for the project.

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No work on the project will begin until after the Building Inspector has inspected the job and signed the permit application.

7. Permits will be numbered according to the date of issuance. The Building Inspector will provide a copy of the Permit to the property owner/builder/contractor, retain a copy, and return the signed original to the Town Secretary. The Building Inspector will make periodic inspections or reinspections as required or as he deems necessary.
8. Upon satisfactory completion of the project
 - a. The Building Inspector will complete a final inspection and sign a Certificate of Completion and Occupancy. The Certificate will be provided directly to the property owner/builder/contractor or delivered to the Town Secretary for mailing or pickup by the property owner/builder/contractor.
 - b. The Building Inspector will retain a copy of the Certificate and provide a copy to the Town Secretary for the file.
9. The Town Secretary and the Building Inspector will coordinate and compile a monthly Inspector's report of all inspections made, actions taken, projects completed, permits issued, pending projects, and the dollar amounts of fees assessed and collected plus the payments due to the Building Inspector. The report will also show any information of particular note on any of the projects. The report will be submitted orally and in writing to the Board of Aldermen by the Building Inspector and will be presented to the Board of Aldermen by the Building Inspector at the next scheduled Town Council meeting.

APPROVED: _____



Tom Rodino, Mayor

DATE: _____

November 20, 2014