

# **TOWN OF SPAFFORD BUILDING DEPARTMENT PROCEDURES**

## *Obtaining a permit takes time.*

For any and all permits, an application must be submitted along with all necessary supporting documents and information. There is a \$25.00 fee for each application.

Some applications must be sent to the Zoning Board of Appeals, (Special Use, Variances, etc.). The Zoning Board of Appeals meets once a month. The appeal application must be submitted, again with all necessary documents and information, prior to the 20<sup>th</sup> of the month. Your appeal will be on the agenda for the following month. (If paperwork is received by January 20<sup>th</sup>, your appeal will be heard at the February session.)

You are responsible for informing your immediate neighbors of your plans for your property and that they may attend the Zoning Board of Appeals session and be heard. To assist the process, you are encouraged to obtain a signed statement from your neighbors showing they are aware of your plans.

There is a \$50.00 fee for each appeal. If you receive approval from the Zoning Board of Appeals, the approval must be processed by the Building Department before your permit will be issued.

Our building department official is in this office once a week. Because he is a third party contractor, a Town official must also sign all paperwork. The Town official is not here everyday. Please keep these facts in mind when applying for Permits and Certificates of Occupancy or Compliance.

Thank you for your cooperation.