***INSPECTIONAL POLICY AND PROCEDURE***

**COMMERCIAL AND SIGNIFICANT IMPACT PROJECTS AS DETERMINED BY THE PLANNING BOARD**

**PERMIT APPLICATION/FEE PROCESS**

**PLUMBING/GAS/ELECTRICAL**

**FEE SCHEDULE**

* **INSPECTION FEE SCHEDULES ARE AVAILABLE ONLINE AND AT TOWN HALL**
* **PAYMENT OF PERMIT DUE AT TIME OF APPLICATION SUBMISSION. PERMIT**

**WILL NOT BE RELEASED UNTIL PAYMENT IS RECEIVED**

* **IF A PROJECT REQUIRES AN ADDITIONAL INSPECTION OR REINSPECTION FOR ANY REASON, ADDITIONAL INSPECTION FEES WILL APPLY AS LISTED ON FEE SCHEDULE**
* **ADDITONAL FEES WILL BE BILLED TO THE CONTRACTOR PRIOR TO THE INSPECTION. THE ADDITONAL INSPECTION WILL NOT PROCEED UNTIL PAYMENT IS RECEIVED**

 **INSPECTIONS**

* **THE INSPECTORS WILL SUBMIT AN INSPECTION SCHEDULE TO THE BUILDING DEPT ADMINISTRATIVE ASSISTANT ON A WEEKLY BASIS BY EMAIL OR IN PERSON**
* **THE INSPECTOR WILL KEEP A DETAILED LOG OF EVERY INSPECTION ON THE LOG SHEET**

**AND SUBMIT TO THE ADMINISTRATIVE ASSISTANT AT THE END OF EACH WEEK**

**COMMERCIAL/MULTI FAMILY PROJECTS**

* **THE PREFERRED METHOD OF PAYMENT IS FOR THE CONTRACTOR/APPLICANT TO DEPOSIT FUNDS INTO THE COMMERCIAL REVOLVING ACCOUNT PRIOR TO THE START OF THE PROJECT AND REQUEST INSPECTIONS AND REPLENISH THE FUND WHEN THEY ARE NOTIFIED BY THE BUILDING DEPT ADMINISTRATIVE ASSISTANT OF A LOW BALANCE. THE DEPOSITS WILL BE IN THE CONTRACTOR’S NAME AND A LEDGER SHEET WITH DEPOSITS AND EXPENDITURES WILL BE MAINTAINED BY THE BUILDING DEPARTMENT AND TOWN ACCOUNTANT**
* **IF A CONTRACTOR CHOOSES NOT TO DEPOSIT FUNDS AHEAD OF TIME, THEY WILL BE BILLED PRIOR TO THE ADDITIONAL INSPECTION AND INSPECTION WILL NOT TAKE PLACE UNTIL PAYMENT IS RECEIVED**
* **THE CONTRACTOR WILL BE BILLED FOR EACH ADDITONAL INSPECTION AT A RATE OF $100.00 AND THE INSPECTOR WILL RECEIVE HALF OF THAT FEE - $50.00 PER INSPECTION**
* **THE BUILDING COMMISSIONER WILL APPROVE PAYMENTS TO THE INSPECTORS FOR COMMERCIAL AND SIGNIFICANT IMPACT PROJECTS AS DETERMINED BY THE PLANNING BOARD AND ALSO REINSPECTIONS FOR WORK THAT IS INCOMPLETE OR IN VIOLATION OF THE CODE BASED ON THE COMMERCIAL ACCOUNT FUND BALANCE.**
* **PAYMENT TO THE INSPECTORS WILL BE SUBMITTED WITH THE MONTHLY PAYROLL STIPEND**

**WITH THE LOG SHEET FOR DOCUMENTATION**