



04/17/2020 PLANNING AND DEVELOPMENT DEPARTMENT SERVICES UPDATE

The following is an update to the Planning and Development Department services the week beginning 04/20/2020. The Department, including Building/Code Enforcement functions, will continue to be staffed from 7:00AM - 4:00PM Monday through Friday, but will be closed to the public.

All questions and requests for information related to building permits or planning applications shall be directed to the office at 603-569-5970 or via email to codesassociate@wolfeboronh.us

All completed building or planning applications should be dropped within sealed envelopes in the Town Hall rear parking lot drop box or mailed to the Department directly.

Building Inspection Services

As long as the construction is ongoing, field inspections will continue for all non-habitable areas on a case-by-case basis. Inspections will not be performed on habitable spaces. We will accept photos for inspections, but please coordinate with the office for details.

Please have contractors or owners contact the office at 603-569-5970 or via e-mail at codesassociate@wolfeboronh.us to schedule any inspections.

New permit applications can be accessed online via the Building Department website (www.wolfeboronh.us/building-code-enforcement) or they can be picked up at Town Hall near the rear entrance located in the Building Department box.

Completed permit applications can be e-mailed or dropped in the building drop box or bill payment box, both located at Town Hall.

Application review will be prioritized based on need and urgency.

Planning and Zoning Applications/Inquires

Questions regarding active Planning Board and Zoning Board applications or zoning determinations can be directed to the Director of Planning and Development at planningdirector@wolfeboronh.us or at 603-569-5970.

For the most recent information regarding publicly scheduled meetings of the Zoning Board, Planning Board, or other Town Committees, please contact the Department directly.

Code Enforcement

Code enforcement issues will be followed up on a case-by-case basis with environmental and health issues prioritized above all others. Please contact Code Enforcement staff at 603-569-5970 or via e-mail at codesassociate@wolfeboronh.us to report a concern.

Thank you for your cooperation during this challenging time. We will be continuing to evaluate our procedures moving forward in order to ensure continuity of services, protection of public safety, and preservation of staff well-being. Please see www.wolfeboronh.us or contact the office for any updates to these policies.

Sincerely,

Planning and Development Department Staff