

In this time of unprecedented uncertainty, and in the Town of East Lyme's effort to allow construction and renovation projects to continue, effective immediately we will institute the following procedural adjustments:

- 1.) Please avoid phone calls to the office as staff will be limited.
 - ❖ Emergency situations can call my cell phone directly.
- 2.) All written communications must be eMails with the property address leading the subject line.
 - ❖ Direct all eMails to myself at: seway@ELTownHall.com
- 3.) All applications must be submitted in their entirety as PDF documents as ATTACHMENTS in eMail form.
 - A. Should large size drawing(s) be required, applicants will be notified and arrangements made.
 - B. We will not have the resources to chase necessary information, it must be included:
 - i. All forms and informational handouts are available on the Town of East Lyme's website:
<https://eltownhall.com/government/departments/building/>
 - ii. Property owner's name and address.
 - iii. Contractors name and address including license/registration numbers, eMail and phone number.
 - iv. Agent letter if necessary.
 - v. Proof of workmen's compensation or appropriate "7" form waiver.
 - vi. Zoning approvals (if necessary).
 - vii. Ledge Light Health Department approvals (if necessary).
 - viii. Manufacturers specifications for all products (a web link is acceptable).
 - ix. Manual J heating/cooling load reports.
 - ❖ Note that applications are seldom rejected or delayed because too much information was submitted.
- 4.) Estimated value of all labor and material must be included on the application.
 - A. The permit fee will be calculated and the amount due invoiced to applicant.
 - B. Permits will not be issued until payment is received, and no work may commence without an approved permit.
 - ❖ Check or money order only, made payable to "Town of East Lyme".
- 5.) Inspections will be prioritized to accommodate critical life-safety items:
 - A. eMail all requests for inspections, including when the item will be ready to: seway@ELTownHall.com
 - B. We reserve the right to not enter homes and businesses.
 - C. In anticipation of long delay times for inspections, you are encouraged to utilize the options provided.
 - D. Inspections will be performed only on Tuesday, Wednesday and Thursdays as available.
 - E. Scheduled inspection windows will be limited to "morning" – 9:00 a.m. to noon or "afternoon" – noon to 3:00 p.m.
 - F. Inspection "Tickets" will not be left at job sites, please be prepared to take notes or await a future eMail.
 - G. Alternatives to inspections outlined below must include:
 - ❖ Project address, company name, license holder name, address, phone, eMail, and license/registration number included.

- H. Gas (any part of system), electrical services (including PV systems), structure (sheathing and framing), deck framing, fire blocking, solid fuel burning appliances, commercial footings and foundations, etc. must be physically inspected by this office except:
 - ❖ Written statements/eMails from certain professionals will be accepted:
 1. Other licensed Building Officials
 2. Certified International Code Council (ICC) inspectors.
 3. Licensed Architects (if qualified and approved by this office).
 4. Licensed Professional Engineers.
 5. Qualified independent testing agencies (as approved by this office).
- I. Occupancy of NEW structures or businesses must be physically inspected by this office except:
 - ❖ Written statements/eMails from certain professionals will be accepted:
 1. Other licensed Building Officials
 2. Certified International Code Council (ICC) inspectors.
 3. Licensed Architects.
- J. Electrical, plumbing, HVAC roughs and final installations:
 - ❖ Photographs (JPEG as ATTACHMENTS) AND a written statement/eMail from a licensed tradesperson will be accepted.
- K. Insulation, replacement windows, doors, skylights, roofing, residential footings and foundations, drainage, radon, etc.
 - ❖ Photographs (JPEG as ATTACHMENTS) AND a written statement/eMail (and insulation certificate if appropriate) from a registered home improvement contractor will be accepted.
- L. Final inspections for finished projects such as: small additions, basements, remodeling, pools/hot tubs, decks, etc. will be deferred.
 - ❖ Please eMail to request to be placed on waiting list for a call back to schedule in the future.
 - ❖ Note that use of any installation prior to a final inspection and approval is prohibited, and any such use will be strictly at the property owners risk.
 - ❖ Processing of final "Certificates of Occupancy" or "Certificates of Approval" may be delayed.