

## **Section 1. Administrative Official**

Unless otherwise specifically stated, the Code Enforcement Officer shall administer and enforce this ordinance.

## **Section 2. Permits Required**

No building or other structure shall be erected, moved, added to, or structurally altered without a permit issued by the Code Enforcement Officer. No change of use or resumption of nonconforming use may occur without a permit issued by the Code Enforcement Officer. No other activity which may be referenced elsewhere *in* this Ordinance as requiring a permit shall commence without a permit issued by the Code Enforcement Officer. No permit shall be issued except in conformity with the provisions of this Ordinance and the provisions of other applicable state and local codes, and after the necessary approvals have been secured from local officials.

## **Section . Permit Applications**

Applications for permits shall be made on forms provided by the Code Enforcement Officer. Each application for a building permit shall be accompanied by a plumbing permit in compliance with the Maine State Plumbing Code and by a site plan drawn to approximate scale, showing the location of the abutting streets or ways, existing and proposed parking spaces. The application shall include a clear statement as to the intended use of the property. The Code Enforcement Officer may request additional information, which, in his opinion, is necessary for a complete understanding of the application. Permit applications shall be accompanied by such fees as may be set by the Town.

## **Section 4. Action on Permit Applications**

The Code Enforcement Officer shall issue a written notice of his decision on an application for a permit within five working days from the date a complete application is filed. If the activity is in conformance with this Ordinance and other applicable codes and regulations, the Code Enforcement Officer shall issue a written permit. If the Code Enforcement Officer denies a permit, he shall issue the denial in writing, with the reason (s) therefore.

## **Section 5. Time Limit**

The work authorized by a building permit must be commenced within six months of the date of issuance and must be completed, including finish grading and proper drainage, within twenty-four months. Building permits may be renewed by the Code Enforcement Officer for additional twenty-four month periods if reasonable need can be shown.

## **Section 6. Violations**

If the Code Enforcement Officer shall find that any provisions of this Ordinance is being violated, he shall notify by certified mail the property owner and such other person as may be responsible for the violation, indicating the nature of the violation and ordering the action necessary to correct it. The Municipal Attorney, on notification by the Board of Selectman, shall institute, in the name of the Town, any and all actions, legal and equitable, that may be appropriate or necessary for the enforcement of the provisions of this Ordinance. Any person, firm or corporation owning or having control of any building or premises or part thereof who violates any provision of the Ordinance, or fails to take the required corrective measures, shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than \$100 per day for each day of violation. Each day such violation exists shall constitute a separate offense.