

(Effective 3/17/20) Land Use, Residential and Commercial Building Permits-

- Due to the COVID-19 and many employees in high risk categories, the Town of Haddam Land Use Office has implemented preventive measures, which includes the closure of the Land Use Office.
- The permitting process has changed until further notice and we are encouraging most people to conduct business by phone, email and USPS mail. Do not hesitate to call and leave a message we will respond same day.
- The majority of Planning and Zoning, Zoning Board of Appeals and Inland Wetland meetings will be canceled until further notice.
- To request a land use, residential or commercial building permit send an email explaining your project to townplanner@haddam.org and building@haddam.org
- Permit forms can be downloaded at <https://www.haddam.org/land-use-department/pages/permits>
- Submit permit form and plans for projects electronically to townplanner@haddam.org and building@haddam.org
- Don't forget a site plan if your application involves an addition or new construction. You can get a map of your property from the GIS tab on the front page of town web site.
- You can also submit the permit and plans in the drop box at the side Land Use Office door at the Town Hall.
- Please drop off plans that are too large to email at the drop box at the side Land Use Office door at Town Hall. If inclement weather please use the provided plastic boxes. This box will be checked daily.
- To submit detailed commercial plans, please email the land use department at townplanner@haddam.org to discuss plan submission for your project. These projects will be handled on a case-by-case basis and may require plans be sent via DropBox or an in person meeting.

- Staff will review the request and follow up with you and other relevant officials via email with next steps related to your specific request.
- Staff will circulate your application to all appropriate departments on your behalf.
 - For land use permits staff will notify you of the meeting schedule for your application. You will be required to submit 5 paper copies of your application to the drop box and mail in the fee. Applicants who do not submit paper copies or fee payment to the meeting will not be heard at the meeting.
- An email from each division relevant to your request will be sent to you that will include all department staff required to review your permit request.
- Each division, (Building, Fire Marshal, Planning and Zoning, Engineering, Wetlands) will send you specific feedback on your permit request with instructions regarding fee rates and instructions for mailing your permit payment. Staff will be replying to all on the group email to keep all divisions informed.
- No inspections will be conducted until all departments receive permit fees. Checks can be mailed or dropped off at the drop box at the side Land Use Office door at the Town Hall.
- Staff is available and will be responding promptly to email and telephone calls and messages to address any questions or special circumstances.

Town Hall – 860-345-8531

William Warner, Town Planner	townplanner@haddam.org	Town Hall ext. 219 Cell – 860-575-5570
Gary Vivian, Building Official	bldgofficial@haddam.org	ext. 230
Jim Puska, Zoning Enforcement / Wetlands	zeo@haddam.org	ext. 224
Diane Murphy, Building Clerk	Building@haddam.org	ext. 231
Chris Gamache, Fire Marshall	firemarshal@haddam.org	ext. 220 Cell – 860-682-3132

Ryan Grenon, Public Health, Septic, Well	rgrenon@chrad.net	860-6613300
Geoff Jacobson, Town Engineer	gjacobson@nlja.com	860-526-9591

(Effective 3/17/2020) Residential and Commercial Inspections-

This guidance applies to inspections from the Fire Marshal, Building Department, Planning and Zoning Wetlands.

- Due to the COVID-19 preventive measures have been implemented by the Town of Haddam Land Use Office regarding field inspections.
- All interior residential inspections for single family homes and occupied multi-family units are suspended until further notice.
- Outdoor inspections for residential properties will continue at this time.
- New commercial construction inspections will continue at this time.
- To schedule any new inspections for outdoor residential properties or new commercial construction, please call or email building@haddam.org to schedule an appointment.
- If any member of a household or construction staff team becomes ill, please call to cancel your inspection appointment.
- Staff will be responding promptly to email and telephone calls to address any questions or special circumstances.

Thank you for your cooperation during this time.