

Town of Enfield Code Officer Alan Teeter

Applications, Permits and Inspections

UPDATE and PROCESS

Due to the COVID-19 virus, the Enfield Code Officer is working remotely on a daily basis. You can contact the department email code-officer@townofenfield.org or by calling 607-277-0266. The message will be forwarded directly to the Code Officer. Your call will be returned at our earliest opportunity. Codes staff is available for emergency response when necessary.

Below is a helpful list of how the Town is continuing to provide services from the Code Enforcement Department for applications, permits, and inspections.

1. Submitting Plans, Applications, and Payment:

- a. All plans are to be submitted digitally. If plans need to be submitted in paper, they can be mailed or delivered to the office at the drop box at town hall. All permit applications should be submitted digitally. If applicants can't provide digital permit applications, hard copies can be mailed to the office or dropped at the town hall drop box.
- b. Payments for all applications need to be mailed or dropped in the Town office drop box
- c. Any plans, applications, or payments can also be sent using delivery services (UPS/FedEX etc.) of your choice.

2. Inspections and Reviews:

- a. Inspections – Inspections may be done remotely via video/voice program like Zoom Meeting. The contractor/applicant should contact the Codes department to schedule the inspection and the contractor/homeowner/applicant would show us the work.
- b. If the contractor does not have the capability of video/voice program like Zoom Meeting, The Codes Department may rely on videos and/or pictures being provided by the applicant/contractor to conduct inspections.
- c. Onsite inspections are our last option (due to limiting person to person contact.) These Onsite inspection procedures will be followed by Town Code Staff:
 - i. If the applicant does not have the capability for video/voice program like Zoom Meeting and cannot take pictures or videos, we will analyze the inspection request on a case by case basis. If the inspection is in tight quarters, does not allow individuals to maintain a 6-foot distance, or could contaminate Staff in any way, the inspection will not be conducted. If we can safely conduct the inspection, then we will do so.
 - ii. All onsite inspections cannot have more than one individual in addition to the inspector. The Inspector will be assessing conditions at the jobsite when he/she arrives for signs of illness and will maintain a 6 foot distance from anyone onsite. Inspectors may end the inspection if they feel it is in their best interest for safety reasons.

3. Scheduling of inspections:

- a. If you would like to schedule an inspection, please call (607-277-0266) and leave a message. Please indicate the address and inspection type.
- b. If a Zoom Meeting can be utilized, the Code staff will schedule a time and send an invitation to the contractor, applicant, or owner who will then use the Zoom Meeting to show us the inspection areas.