Local Permit Guide Committee
MEETING MINUTES
June 7, 2018

All minutes are draft until approved by the Committee; please check future minutes for approval of these minutes.

Members Present: Jim Fontaine; Liz Courtney; Mary Goderwis; Deanna Judkins

Members Absent: Bob Malbon

Others Present: Ron Rodjenski, Town Administrator

Ron opened the meeting at 5:03 p.m.

1. **Welcome and Introductions**
2. **Division of Fire Safety; Department of Public Safety** ~ Greg Paus was present to review the permit process for new commercial projects and single-family residential are exempt. Jim pointed out that the state defines two-family and above residential are commercial projects needing a "**Construction Permit**", such as additions, egress changes, changes of occupancy from motel to educational, and demolition. Greg walked the committee through the permit application form, highlighting the different types of regulations dependent on the type and use of the building. If someone has questions, they might need to contact an architect as private individuals might have difficulty getting immediate responses for general assistance from the Fire Marshall's office. The application process can take a couple of months to complete. Greg suggested that anyone getting started on a commercial project should be working with an architect or engineer to ensure a smooth process in as quick a timeframe as possible. Concerns are historic district buildings, sprinkler system need, snow loading requirements and elevator inspections. The fee is $8.00 per $1,000 of valuation with a $50.00 minimum. Tips and recommendations, such as hiring a professional to assist you, should be a part of the brochure and website. The State has a shorter permit process than the "Construction Permit" for under $200,000 for renovations. Mary felt that it is in the best interests of applicants to hire a professional to assist. Greg reviewed the **state energy code** requirements adopted in 2015 for new construction or renovation where drywall is removed as part of the work. Contractors are responsible for posting the energy certificate near the electrical panel and filing a copy with the town clerk for all new residential buildings, unless the homeowner is the contractor. Some standards include R-25 walls, LED lighting, at least one programmable thermostat and continuous rigid insulation on the exterior. Liz asked about local permitting process and Greg provided an overview of the town's zoning districts and conditional use review process. Jim thought that a one-page summary of zoning could be a helpful handout with the map and use index. Greg noted that structures need fire rating of 2 hours if another structure is closer than 5 feet to another structure. Ron reviewed some zoning regulations and the need to have some typical drawings to show applicants how to prepare an application – driveway grades, steep slopes, wetlands/hydric soils and setbacks. A brochure to step through the process based on types of projects could then be brought into an updated website. Liz and Jim will share some brochure thoughts and then it will be sent to the committee for the next meeting.
3. **NEXT MEETING**: Wednesday, June 27, 2018 at 5:00 p.m.
4. **Adjourn** – Having no additional business the group adjourned at 6:05 p.m.