Flow Chart for Building Departmental Operations

Start of Application for Permit

Property Owner or Building Contractor

Board of Assessors

Step 1 accept complete application

Return incomplete application

Step 7 Receive payment enter payment into B.I.P. File permit

Step 6 Pick up and pay for completed permit

Zoning complaints Received. Investigation Performed and report on take action if necessary .

Step 12 Occupancy Certificate enter into B.I.P. copy printed and signed ready for pick up or mailed to Owner of Property. Make copies and deliver to Assessors Department.

Administrative Secretary

Step 2 complete application ready for plan review

Inspector of Buildings

Step 10 Final Inspection Performed by the Board of Assessors and signed off on the field card,

Step 3 Application approved ready for Data input into B.I.P.

End of Permit Process

Step 4 Application entered into B.I.P. ready for final Signature

Step 13 file closed permits

Step 5 Process building, zoning permit make copies for other departments wait for applicant for pick

Step 11 Final Inspection Performed , ready for Occupancy Certificate.

Step 8 Receive calls from contractors enter into data base and set up appointments for field inspections

Step 9 Receive inspection results and enter them into data base

Inspector of Wires

Inspector of Plumbing

Inspector of Gas

Local Inspector