

Town of Topsham 2018-2019 Budget Codes Department

DEPARTMENT 07



Highlights of the Past Year ~

Another busy year in regards to development

- 488 total permits approved (160 total building permits)
- Major projects that will continue to be a large portion in regards to applications:
 - Mallet Woods
 - Oak Hill condominiums
 - Highland Green Phase III and IV
 - Topsham Fair Mall (new development and retrofits)

Administer building, zoning and other codes as a means to promote the health, safety and general welfare of Topsham residents and visitors and to conserve the value of land and buildings

Assist applicants with understanding the various codes

Issue permits and inspect construction for compliance

Investigate complaints related to codes



Highlights of the Past Year ~

Provide counter drop-in and appointment time to answer customer questions and to aid in permitting and code compliance needs

Make revisions to our permit application process as needed to better suit customer needs based on customer feedback

Maintain and expand our information database to assist customers with common permitting and code compliance topics

Provide an electronic permit application submittal option

Provide a utilization of various professional groups, services and organizations available to the CEO to assist with permitting requirements on behalf of customers



Goals -

Maintain high level of customer service and knowledge of job responsibilities

Continue to assist other departments where practical/
applicable

Address codes coverage deficiencies

