

UNDERSTANDING THE BUILDING NOTIFICATION PROCESS

The purpose of the Building Notification is to help residents comply with Federal, State, County and Town rules, regulations and restrictions. This is to help ensure that residents avoid costs and potential fines associated with correcting an error in the construction, placement or alteration of any building. The Building Notification also acts as a notice to the Tax Assessor of the potential change in a property's value to ensure tax fairness across the Town.

1. **Repair/Maintenance:** The repair of damage to a building, or conducting routine maintenance, DOES NOT require a Building Notification if the objective of the work is to restore the structure to its original condition.

Examples NOT requiring a Building Notification:

- A. Replacing worn asphalt shingles with new asphalt shingles of similar quality.
- B. Repainting the building.
- C. Repairing a roof to original condition when damaged.
- D. Replacing worn kitchen cabinets/countertops with a like kind.

2. **Improvement/Expansion/Renovation:** If changes of these types might reasonably be expected to increase the Fair Market Value of the property over \$3,000 a Building Notification is required. (Fair Market Value is not the same as the cost of materials and labor).

Examples requiring a Building Notification:

- A. Replacing asphalt shingled roof with metal roofing.
- B. Replacing asphalt siding with new wood or vinyl siding.
- C. Replacing carpeted flooring with hardwood flooring.
- D. Updating bathrooms/kitchens to contemporary standards.
- E. Adding a deck or building to the property, whether standalone or attached, thereby increasing the overall structural footprint.

3. Further Clarification:

- A. The Building Notification applies to interior and exterior spaces.
 - B. Building Notifications apply to all floors of a structure.
 - C. Any internal or external plumbing (new or changed) requires a Building Notification.
 - D. A Building Notification and a Plumbing Review are required with a conversion of existing structural space to a bedroom or bathroom.
 - E. Any changes in distances to lot lines, roads or bodies of water require a Building Notification.
 - F. Any driveway additions or changes require a Building Notification.
4. If you are still unclear if your project needs a Building Notification, feel free to attend a Planning Board meeting for a short discussion with the Planning Board members.