March 19, 2020

In response to the Coronavirus situation, the Dunbarton Building Department will be modifying their daily operating practices until further notice. This action is being taken to protect our employees and the public health. In an effort to minimize the traffic in the office, we are requesting everyone conduct their business either by phone or email when possible. We understand this will not work for all projects/situations; in those cases, we will make arrangements to meet with you by appointment.

Please follow the guidelines as outlined below if you are in need of assistance from our office.

**Permits:**

All permit applications are available at [www.dunbartonnh.org](http://www.dunbartonnh.org) > Departments > Building. You should complete the application and email it back to us at building@dunbartonnh.org OR mail it and your check to the address above OR drop it and your check in the mail slot by the front door of the Town Offices. Permits will be processed and returned by email.

**Inspections:**

Inspections of exterior projects or rough inspections in unoccupied new construction with no persons or limited persons on site will be done by appointment as usual.

Inspections in enclosed inhabited buildings will not be conducted on site until further notice. Some inspections can be verified by submitting good photographic evidence via email.

**Plan Review:**

Plans for building projects can be delivered by the same means as permit applications above. An in-office review with the building inspector can be arranged by scheduling an appointment during his hours on Tuesdays and Thursdays.

**Summary:**

If you have questions, need to schedule an inspection, or make an appointment, please call Donna at the number above. At this time, the plan is that she will be in the office Monday through Friday from 8:00 am to 4:00 pm. We ask that you follow these guidelines and conduct business through our website, email and phone numbers to limit our exposure whenever possible. With everyone’s cooperation, we’ll all get through this trying time with the least impact possible. Thank you for your cooperation. Stay well!

Michael Cumings
Building Inspector
Health Officer