

Temporary Building Department Procedures

Due to the Town Hall limiting access to the public, the building department is implementing the following procedures:

- 1.) The **Building Department** will continue to be available to assist the public by phone at 860-684-1775 or email at building@staffordct.org. Office hours will remain the same Monday-Wednesday 8:00 am - 4:30 pm and Thursday 8:00 am – 6:30 pm
- 2.) Please use the following link to apply for permits online:
<https://www.permitlinkonline.com/csp/stafford/DocumentLink.PublicLogin.cls> . If you need any assistance, please call the building department.
- 3.) All documents must be uploaded to the permit application. This includes copies of licenses, proof of workers compensation and any associated drawings. If you do not have the means to scan these documents for upload, you may also take a photo of them and email them to building@staffordct.org. Please identify the project address in the subject line.
- 4.) Inspections will continue but will be kept to a minimum. Permission from the homeowner will be required to enter any existing occupied residence to perform inspections. Non-essential inspections may be rescheduled for a later date if preferred. In some cases, time/ date and location stamped pictures, video and/ or live video chat such as Facetime and Zoom may be acceptable ways of performing inspections. Please contact the building department to discuss and get approval for these options.

Please note that if your call cannot be answered due to the increased call volume please leave a message and we will return your call as soon as possible. We appreciate your patience during this time of change and will continue to provide the best service and assistance that we can.