

# **Town of Randolph**

## **Building Permit Issuance Policy**

Code Enforcement Officer (or designee) to issue permit upon applicant's compliance with prerequisites.

The Code Enforcement Officer shall issue a building permit upon the applicant's:

1. Submitting to the Code Enforcement Officer all appropriate documents required for issuance of a building permit per Land Use and Development Ordinance, sec. 3-2.A.
2. Proof of payment for the following:
  - a. Paying the building permit fee prescribed by the Town of Randolph Schedule of Fees; and
  - b. Confirmation from the Town of Randolph Tax Collector (or designee) that all real property, personal property and sewer taxes are paid up to date.