



COVID19 Update / Town of Chelmsford Building Department Procedures and Protection

The Town of Chelmsford Building Department has made changes to the approval and inspection procedures due to the updates provided by the guidance of Governor Baker and the State Department of Licensure.

- 1. We will process applications to the best of our abilities through the online application service only (ALL REQUIRED DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY TO THE ONLINE PORTAL. WE WILL NOT ACCEPT DOCUMENTS INCLUDING PAYMENT IN PERSON OR PAPER FORM) unless approved by the Building Commissioner and left in the drop box located at the front of Town Hall**
- 2. We will perform all outdoor inspections as normal**
- 3. We will perform all commercial inspections on new construction in the order of which they are requested and the insurance that a COVID19 risk and safety plan is in place**
- 4. We will inspect all NEW residential dwellings as normal not to include remodels or occupied spaces**
- 5. We will not enter any occupied residence unless it is an emergency**
- 6. We will be accepting video and picture based inspections submitted by email or through the online portal on small projects at the discretion of the Local or trade inspectors and or Building Commissioner**
- 7. We will be accepting ELECTRONICALLY submitted engineers field reports and third party inspections approved by the Building commissioner**

The Chelmsford Building Department will now manage meetings through phone conference, phone calls or video discussion during the office hours of 8:30AM – 10:00AM Monday through Friday. We appreciate your patience.

Thank you

A handwritten signature in blue ink, appearing to read 'Shaun Shanahan', is written over a light blue background.

Shaun Shanahan, Chelmsford Building Commissioner
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