

# Town of Camden - Planning, Development and Code Enforcement Procedures during the Covid-19 Response

Due to the States of Emergency that have been issued on the Federal and State level, the Camden Planning & Development Department will be closed to the public, beginning Wednesday, March 18<sup>th</sup> and will hopefully reopen on April 1<sup>st</sup>. While the office is closed to the public, staff will either be working in the office or remotely. The Code Enforcement Officer will continue do inspections as needed. We are doing our best to maintain a safe and reasonable workflow during this emergency. It is our goal to maintain business as usual to the best of our ability, while protecting the health of our customers, our employees and the broader community. In summary, we will be closed to all in-person customers, but will continue to receive, review, process and issue permits. Inspections will be completed as promptly as possible. We realize that this places additional burdens on the public and contractors but our intent is to maintain as much normalcy as possible while not contributing to the spread of the virus.

## **Questions or Inquiries:**

- **Building, Electrical, Plumbing, Floodplain, Shoreland Zone permit applications and plan reviews:** please email Steve Wilson at [swilson@camdenmaine.gov](mailto:swilson@camdenmaine.gov) or by phone at 207-930-9449.
- **Zoning, Planning Board, ZBA , Land Use and other Inquiries:** Please email your inquiry to [swilson@camdenmaine.gov](mailto:swilson@camdenmaine.gov) , [jmartin@camdenmaine.gov](mailto:jmartin@camdenmaine.gov) and [jhollingsworth@camdenmaine.gov](mailto:jhollingsworth@camdenmaine.gov)
- **Community and Economic Development inquiries** please contact Jeremy Martin at [jmartin@camdenmaine.gov](mailto:jmartin@camdenmaine.gov) or by phone at 207-930-5431.
- If a meeting is required the preferred method will be to send a request for a meeting with applicable information and copy of any plans etc. by email to [swilson@camdenmaine.gov](mailto:swilson@camdenmaine.gov) or [jmartin@camdenmaine.gov](mailto:jmartin@camdenmaine.gov) depending on subject and then skype or Facetime the meeting. If a face-to-face meeting is still required, we will work to arrange a time and location on a case by case basis.
- Questions will be taken and answered by phone and email. All calls for 207-236-3353 Ext 7114 will be forwarded to the Code Enforcement Officer at 930-9449.
- General Inquires can be emailed to [jhollingsworth@camdenmaine.gov](mailto:jhollingsworth@camdenmaine.gov)

## **Permit applications - Building, Demo, Sign and Use Permits:**

- Please email permit applications and any required plans or supporting documentation plans to [swilson@camdenmaine.gov](mailto:swilson@camdenmaine.gov) and copy [jhollingsworth@camdenmaine.gov](mailto:jhollingsworth@camdenmaine.gov) **Please include a scan or a photocopy of the check for the applicable application fee that will be mailed to the office as indicated in #2 below.** If you can't email, please send applications and supporting materials to the Town of Camden, Planning and Development Department, P.O. Box 1207, Camden, Maine 04843

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- For online permits go to [www.camdenmaine.gov](http://www.camdenmaine.gov) then go to Planning and Code; then to Permits and applications. Many forms are fillable.
- Permit application fees should be mailed to the Town of Camden, Planning and Development Department, P.O. Box 1207 Camden, Maine 04843.
- Applications will be processed and reviewed as quickly as practicable. The CEO or staff will reach out to you via email or phone for additional information or clarification if needed
- Once the application is and reviewed and is deemed complete, you will be notified via email or phone of any additional outstanding fees. Any outstanding fees should be mailed to the address in item #1 and #2 above.
- Once we receive the outstanding fees the permit(s) will be issued and sent to you via mail and a copy will be sent via email.
- If the mailed check is not received by the Town within ten (10) days, the permit will be voided.

## **New Electrical and Plumbing permits:**

- We will begin accepting emailed permits and applications with a photocopy of the check for the required application fee to be mailed to the Town of Camden at P.O. Box 1207 Camden, Maine 04843. For online permits go to [www.camdenmaine.gov](http://www.camdenmaine.gov) then go to Planning and Code; then to Permits and applications. Many forms are fillable.
- The applications will be reviewed and permits will be issued as quickly as possible.
- If the mailed check is not received by the Town within ten (10) days, the permit will be voided.

## **Inspections**

- Inspections requests can be requested by phone or email.
- Inspections will be performed on Mondays, Wednesdays and Fridays by appointment only.
- Appointments for inspections must be made at least 24 hours in advance of the requested inspection time.

**Contacts:** Jeremy P. Martin, Planning & Development Director  
207-930-5431 [jmartin@camdenmaine.gov](mailto:jmartin@camdenmaine.gov)

Steve Wilson, Code Enforcement Officer / Building, Electrical & Plumbing Inspector 207-236-3353 ext 7114 or 207-930-9449 [swilson@camdenmaine.gov](mailto:swilson@camdenmaine.gov)

Jeanne Hollingsworth, Planning & Development Assistant  
207-236-3353 ext. 7112 [jhollingsworth@camdenmaine.gov](mailto:jhollingsworth@camdenmaine.gov)