

FOR LETTERS OF COMPLIANCE/PREDATE LETTERS

The following must be submitted in order for the Building Department to issue Letters of Compliance:

1. A request in writing, including any special or specific language to be included.
2. The fee is \$100.00 for each letter written. If a letter is written and then needs to be revised/rewritten, a new \$100.00 fee is required.
3. An original (no faxes, reduced copies, etc.), signed, updated (may not be more than 3 years old) property survey. All setbacks and structures on the property must be shown. **NO EXCEPTIONS!**
4. The **MINIMUM** lead time is 10 working days. Letters are written in the order the requests are received. Every effort will be made to expedite. If there are special circumstances, please advise the Building Inspector, however, most attorneys, realtors, title companies or homeowners know well in advance they are selling a particular house and should plan accordingly.

Thank you,

Frank J. Blasi
Building/Plumbing Inspector