

How to obtain a Building Permit from the Town of Keene

1. Speak with the Code Enforcement Officer about what you are planning to build. He will let you if you need a permit and which forms to fill out, and what type of building plans and insurances are required.
2. If you are required to go before the Planning Board you will be told when the next meeting is and what you or your representative will need to present at that meeting.
3. You may also need to apply to the Adirondack Park Agency for a jurisdictional determination. We have the jurisdictional inquiry forms here or you can go to the APA website.
4. When you have received back any determinations from the APA, the Planning Board and any other State or Federal agencies that may be required, you will need to submit all completed forms, including a Town of Keene Building Permit Application and 3 sets of plans to the Code Enforcement Officer.
5. Allow enough time, depending on the size of the project, for the Code Enforcement Officer to review the plans and specs to ascertain if they meet Local, State and Federal Building Codes. (usually 1 – 3 weeks, less time for smaller projects)
6. Pay the appropriate fee to the Code Enforcement Officer so a permit can be issued.
7. Post the Permit Placard in a conspicuous place at the job site.
8. Call the Code Enforcement Officer at the appropriate times according to the Order of Inspections so the proper inspections may be completed.
9. Call for a final inspection after all the work is completed that is included in the Building Permit. Then a Certificate of Occupancy or a Certificate of Completion will be issued.

NOTICE! It is unlawful to occupy or use a building before a C of O or a C of C is issued.