To: First Selectman , David Eaton

From: Joseph Pajak, Building Official

Date: 3/25/2020

Re: Permit application procedure for building lockdown

(Effective 3/24/20) **Residential and Commercial Permits**-

* Due to the COVID-19 preventive measures implemented by the Town of Union, which includes the closure of the Town Hall facility to the public, the permitting process has changed until further notice.
* To request a residential or commercial permit send an email explaining your project to firstselectman@unionconnecticut.org.
* Staff will review the request and follow up with you and other relevant departments via email with next steps related to your specific request.
* Permit forms can be requested at : [firstselectman@unionconnecticut.org](mailto:firstselectman@unionconnecticut.org)
* No inspections will be conducted until we receive permit fees.
* Please continue to check the Town of Union website at for permitting and other updates.
* Staff will be responding to email and telephone calls to address any questions or special circumstances.
* In addition a drop off box is in front of Town Hall to submit your permit application, for one and two family residential application the building department will need one copy of all drawings and specification along with the permit and payment, for all other, the Building Department will need two copies of all plans and specification along with the permit and payment.