



Maine Office of Community Affairs
Division of Building Codes and Standards

127 STATE HOUSE STATION
AUGUSTA, ME 04333-0127
TEL.: (207) 287-4431 FAX: (207) 287-3535

MUNICIPAL NOTICE OF CODE ENFORCEMENT
OFFICER APPOINTMENT

This notification is required annually by State Law.

Please return this form to the address listed above or by email to Shannon.e.quintal@maine.gov

Name of Municipality: _____

Mailing Address: _____

Contact Person: _____ Telephone: _____

Email: _____

PRIMARY CEO/BUILDING OFFICIAL

Check one: [] Initial Appointment [] Re-Appointment

Name: _____ Certification No. _____

E-mail: _____ (Re)Appointment Date: _____

Please mark only those areas that the CEO/Building Official is responsible for.

- [] Legal Issues (required) [] Court Rule 80K
[] Shoreland Zoning Ordinances [] Land Use and Zoning Ordinances
[] Residential Building [] Commercial Building
[] Residential Indoor Ventilation [] Commercial Indoor Ventilation
[] Residential Energy [] Commercial Energy
[] Residential Radon

ALTERNATE/DEPUTY CEO/BUILDING OFFICIAL

Check one: [] Initial Appointment [] Re-Appointment

Name: _____ Certification No. _____

E-mail: _____ (Re)Appointment Date: _____

Please mark only those areas that the CEO/Building Official is responsible for.

- [] Legal Issues (required) [] Court Rule 80K
[] Shoreland Zoning Ordinances [] Land Use and Zoning Ordinances
[] Residential Building [] Commercial Building
[] Residential Indoor Ventilation [] Commercial Indoor Ventilation
[] Residential Energy [] Commercial Energy
[] Residential Radon

PRIMARY LPI

Check one: Initial Appointment Re-Appointment

Name: _____ Certification No. _____

E-mail: _____ (Re)Appointment Date: _____

- Legal Issues *(required)* Subsurface Wastewater *(required)*
- Internal Plumbing *(required)* Court Rule 80K

If an extension or temporary appointment has been granted, please attach written approval notice from the Dept. of Environmental and Community Health.

ALTERNATE/DEPUTY LPI

Check one: Initial Appointment Re-Appointment

Name: _____ Certification No. _____

E-mail: _____ (Re)Appointment Date: _____

- Legal Issues *(required)* Subsurface Wastewater *(required)*
- Internal Plumbing *(required)* Court Rule 80K

If an extension or temporary appointment has been granted, please attach written approval notice from the Dept. of Environmental and Community Health.

ATTEST

The individual(s) named above has been officially appointed and sworn to serve as the official indicated with the enforcement responsibilities inherent to that office:

Attest – Municipal Clerk	Title	Date
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The following CEO/LPI is no longer employed by Town:

This information is required for State records to not reflect out of date status on your community official record of CEO/LPI status.

Notes:

1. A Code Enforcement Officer who has not achieved certification in all areas of their job responsibilities within one (1) year of initial appointment may not be reappointed, unless a written extension of the certification deadline was granted to the municipality by the Office.
2. For information regarding municipal responsibilities under Title 30-A § 4451 or certification of CEO's, consult your information booklet, Municipal Code Enforcement Officers Training and Certification Guide.
3. Every municipality must file a certificate of appointment or its equivalent on an **annual** basis upon appointment or reappointment of the code enforcement officer, plumbing inspector, and building official. A copy of this form may be substitute for the certificate of appointment. This form is on our website: <https://www.maine.gov/moca/programs/code-enforcement/resources/forms-documents>
4. "Enforce" means that a municipal building official either takes action to inspect buildings in accordance with 25 MRSA, sections 2351-2361, or to review inspection reports of third-party inspectors for accuracy, pursuant to a duly adopted municipal ordinance.