

**MAINE DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
CODE ENFORCEMENT TRAINING & CERTIFICATION PROGRAM**

**MUNICIPAL NOTICE OF CODE ENFORCEMENT OFFICER APPOINTMENT
This notification is required annually by State Law.**

Name of Municipality: _____

Mailing Address: _____

PRIMARY CEO Circle one: Initial Appointment Re-Appointment On-going

NAME: _____ Email: _____

(RE)APPOINTMENT DATE: _____

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

Shoreland Zoning Ordinances Land Use and Zoning Ordinances

ALTERNATE/DEPUTY CEO Circle one: Initial Appointment Re-Appointment On-going

NAME: _____ Email: _____

(RE)APPOINTMENT DATE: _____

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

Shoreland Zoning Ordinances Land Use and Zoning Ordinances

PRIMARY BUILDING OFFICIAL Circle one: Initial Appointment Re-Appointment On-going

NAME: _____ Email: _____

(RE)APPOINTMENT DATE: _____

Please check the box(es) below for the codes the building official is appointed to enforce.

Residential Building Commercial Building

Residential Indoor Ventilation Commercial Indoor Ventilation

Residential Energy Commercial Energy Residential Radon

ALTERNATE/BUILDING OFFICIAL Circle one: Initial Appointment Re-Appointment On-going

NAME: _____ Email: _____

(RE)APPOINTMENT DATE: _____

Please check the box(es) below for the codes the building official is appointed to enforce.

Residential Building Commercial Building

Residential Indoor Ventilation Commercial Indoor Ventilation

Residential Energy Commercial Energy Residential Radon

PRIMARY LPI

Circle one: Initial Appointment Re-Appointment On-going

NAME: _____ Email: _____

(RE)APPOINTMENT DATE: _____

ALTERNATE/DEPUTY LPI

Circle one: Initial Appointment Re-Appointment On-going

NAME: _____ Email: _____

(RE)APPOINTMENT DATE: _____

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

The following CEO/LPI is no longer employed by Town: _____

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Notes:

1. A Code Enforcement Officer who has not achieved certification in all areas of his/her 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: <http://www.maine.gov/decd/meocd/ceo>
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.

Return this form to: Maine Department of Economic PHONE: 624-9812
 & Community Development FAX: 287-8070
 CEO Training & Certification Program
 59 State House Station
 Augusta, ME 04333-0059
 Drew.Morris@maine.gov