

# MAINE DEPT. 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:** \_\_\_\_\_

**MAINE STATE PLANNING OFFICE  
CODE ENFORCEMENT TRAINING & CERTIFICATION PROGRAM**

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/spo/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:	Dept. of Economic and Community Development	PHONE: 624-7484
	CEO Training & Certification Program	FAX: 287-8070
	59 State House Station	
	Augusta, ME 04333-0059	
	brianne.hasty@maine.gov	