

**MUNICIPAL OFFICERS' CERTIFICATION OF OFFICIAL TEXT OF A PROPOSED ORDINANCE
[30-A M.R.S.A. § 3002(2)]**

To Julia Merrill, Town Clerk:

Article 8:

Shall the Town of Camden amend *Chapter 290, Article V, Administration and Enforcement, § 290-5.4 Certificate of Occupancy* by adding a new subsection "(E.)" requiring applicants for certain projects to submit professionally stamped as-built site plan(s) and a professionally stamped certificate of compliance prior to the issuance of a Certificate of Occupancy?

NOTE: *This amendment requires, for certain projects, the submittal of a certificate of compliance and an as-built site plan stamped by a design professional verifying compliance with all approvals and supporting plans before a Certificate of Occupancy is issued by the Code Enforcement Officer.*

A copy of the proposed amendment is available for review in the Town Clerk's Office during regular business hours and on the Town of Camden's website at www.camdenmaine.gov.

This is being presented to the voters for their consideration at secret ballot voting on Tuesday, June 9, 2026, Pursuant to 30-A M.R.S.A. § 3002(2), you will retain this copy of the complete text of the ordinance as a public record and make other copies available for distribution to the voters, and you will ensure that copies are available at the town meeting/polling places on the day of the vote.

Dated: April 21, 2026

Susan Dorr, Select Board Chair

Proposed additions are in bold blue and underlined

~~Deletions are in bold red strikethrough~~

Applicant: Town of Camden is recommending to amend *Chapter 290, Article V Administration and Enforcement, § 290-5.4 Certificate of occupancy* by adding a new subsection (E.) requiring certain projects to submit a certificate of compliance and as-built site plan(s) prior to the issuance of a certificate of occupancy.

§290-5.4 Certificate of occupancy.

- A. This section shall apply to all activities requiring a building permit, including alterations and renovations to single-family and two-family dwellings. This section does not apply to work exempt from permitting under the MUBEC and accessory buildings and structures not for human occupancy.
- B. Except as provided in Subsection A of this section, it shall be unlawful to use or occupy or permit the use or occupancy of any land, building, structure or part thereof which is created, erected, moved, changed, converted, altered or enlarged; or to change, alter or enlarge the use of any land, building, or structure for which a building permit is required until a certificate of occupancy is issued therefor by the Code Enforcement Officer and endorsed to the effect that the proposed use of the land, building, or structure conforms with the requirements of this chapter and with applicable state statutes governing plumbing permits and electrical permits.
- C. An applicant shall apply for a certificate of occupancy at the same time as applying for a building permit. After completion of the work permitted by the building permit, the applicant shall notify the Code Enforcement Officer, who shall issue or deny the certificate of occupancy within 15 days. The Code Enforcement Officer's failure to act within 15 days shall constitute denial of the certificate of occupancy. The Code Enforcement Officer shall issue the certificate of occupancy only upon finding that the building, structure, or site and the use or occupancy thereof comply with the provisions of this chapter and of any building permit issued, and of any site plan or subdivision plan approved by the Planning Board or Zoning Board of Appeals. The Code Enforcement Officer shall maintain a public record of all certificates of occupancy which are issued.
- D. One conditional certificate of occupancy, valid for no more than six months from the date of issuance, may be granted by the Code Enforcement Officer based on a showing of reasonable need by the applicant. Once the project is completed, the CEO shall issue a certificate of occupancy.
- E. For projects requiring Planning Board or Zoning Board of Appeals approvals and/or are required to submit additional information as promulgated in §290-5.5(B), the applicant must submit a stamped as-built site plan(s) and a certificate of compliance stamped by a licensed professional engineer or a professional land surveyor, indicating that the site development has been completed in accordance with all approvals and supporting plans prior to the issuance of any certificate of occupancy by the Code Enforcement Officer.