

# Instructions on How to Fill Out Online Construction Permits

**Step 1** - Fill out, print & sign the correct permit online on the Code Enforcement section of the website, providing all pertinent information is required. (you can email all of this as long as the copies are clear and readable)

**Step 2** - Submit to the Code Officer at [ceo@durhammaine.gov](mailto:ceo@durhammaine.gov) via email or bring the printed copy to the Town Office and leave for the Code Officer.

**Step 3** - The Code Officer will review the permit and contact you with the permit fee amount. (Please allow 5 to 7 days for processing of permits and if possible, we'll get back to you sooner).

**Step 4** - Go online to pay, click on Online Services on the Home page of the Town's Website, and click Construction Permits, look for transactions on the left side of the AndroGov online payments site, Click "Online Construction Permits", and fill out the form. The Code Officer will receive the payment the following day.

**OR**

Call the Town Office with your credit card information to pay, or stop by the Town Office with the completed application & all the necessary information, and cash, check, or credit card to pay.

**\*REMEMBER\* You Do Not Hold a Valid Permit Until You Have:**

**1. Paid for the Permit**

**AND**

**2. The Code Officer Has Contacted You to Notify You With Your Permit Number**

