

## **Notice to Town of Portland Property Owners**

This notice is to inform all owners of real property in the Town of Portland, New York that before they start any construction and/or alterations on their property or change the use of their property they must secure a Building/Zoning Permit from the Zoning Officer. The property owner is responsible for obtaining the Building/Zoning Permit even if the contractor is scheduled to do the work.

Please note that installation or reinstatement of all solid fuel burning appliances and associated chimney and flues requires a permit.

Failure to secure a Building/Zoning Permit prior to commencement of the work may result in legal action being taken to stop the project, to remove any structure and/or a fine.

Remember the Building/Zoning Permits are required in order to protect the interest of all property owners in the Town of Portland.

If you have any questions, please contact the Zoning Officer by calling the Town of Portland office at 792-9618.

Signe E. Rominger  
Building Code/Zoning Officer  
Town of Portland