# TOWN OF SUSSEX POLICY

| Subject | | Number |
|---|---|---|
| BUILDING CONTROL RETENTION AND DISPOSAL POLICY | | C-27 |
| *Date* JULY 19, 2011 | *Approved by* COUNCIL [X] OTHER(S) [ ] | *Date* MAY 17, 2010 |
| *Signature* | *Date of Revision* JULY 18, 2011 | PAGE 1/1 |

This policy pertains to the retention and disposal of applications for building and demolition permits, building inspections and general building reports.

**2425 BUILDING CONTROLS**

| | | |
|---|---|---|
| AP* | 20y | D |

* AP = until completion of actions.

Consists of records relating to the application and issuance of building permits, building relocation and demolition permits including the building inspection.

**Examples:** accessibility, application and permit, drawings provided by applicant, easement, lease, inspections of construction, occupancy permit, right of way, reports and statistics, setback and demolition, stop work order, terms and conditions of building construction, variances, water and sewer hookup application, wiring permits, environmental issues, etc.