

Subject: Clarification on Building Permit Workflow and Record of Electrical Permit Delays

Dear Karen Montgomery,

I am writing to request clarification regarding the current workflow/process of our building permit applications, and to better understand why we are not permitted to communicate directly with our third-party building inspector through Municipal Resources, Inc. (MRI).

As I understand it, under RSA 155-A (State Building Code), the Building Inspector/Code Enforcement Officer — whether staffed in-house or contracted through MRI — is the authority having jurisdiction for permit review, inspections, and approvals. With that in mind, I would appreciate clarification on the following points:

1. Application Flow

- What is the step-by-step path for our building permit applications from submission through decision?
- Are we required to go before the Board of Selectmen at any stage, and if so, under what authority?

2. Direct Communication with MRI

- Why are we restricted from direct communication with the assigned MRI inspector for questions, plan clarifications, or scheduling inspections?
- Is this restriction set by Town policy, or by the Town's contract with MRI?
- If permissible, please provide the full contact information for the assigned MRI inspector including name, email, phone number, etc.

3. Timelines

- Does the Town have any policies or guidelines that establish timelines for permit reviews, issuance, inspections, and Certificates of Occupancy?
- If so, could you share those standards?

4. Documentation

- Per our 91a request, please share a copy of the Town's agreement with MRI so that we can better understand their role in the permitting process and how communication is intended to work.
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Concern Regarding Reliability of Permit Handling

For the record, our electrician hand-delivered the updated electrical permit application on August 11, 2025. We were later informed this application was “lost,” requiring resubmission on September 5, 2025. Given the time-sensitive nature of building permits, this is concerning. We respectfully request clarification on what procedures are in place to ensure permit applications are properly logged, tracked, and acted upon in accordance with RSA 155-A and Town policy.

Statement of Record – Electrical Permit Application

From Marques Electric, electrician for the project located at 948 Province Road:

- 8/8/25: At an on-site inspection at 948 Province Road, Peter Rowell (MRI-appointed inspector) stated permits must go before the Board of Selectmen to determine the use of the space, a decision was expected at the 8/12 meeting. He also requested a more detailed electrical plan (wiring methods), which was hand submitted on 8/11/25
- 8/11/25: Eric Marques hand-delivered the updated electrical permit application at Town Hall. No proof of receipt was provided.
- 8/11–9/2/25: Multiple calls to Karen Montgomery requesting status; Karen stated the permit was “not ready.”
- 9/2/25: Karen again stated the permit was still not ready.
- 9/4/25: At Town Hall in person, Eric was told the 8/11 application could not be located.
- 9/5/25: Eric hand-delivered a new application. Staff were reluctant to stamp the date/time as received but did so after he insisted.

This timeline illustrates our concern that there is not a reliable system for logging and tracking our building permit applications.

I appreciate your attention to these questions and concerns. We want to ensure that our applications are processed efficiently, transparently, and in compliance with State law and Town policy. If possible, I would appreciate a written response by September 12, 2025 so that we may move forward with clarity.

Thank you for your time and guidance.

Sincerely,

Jared Hanselman & Erin Stone
948 Province Road, Barnstead NH 03218

