



**Loudon Code Enforcement Office**  
55 South Village Road STE 5 Loudon, NH 03307  
Telephone (603) 798-5584  
Fax (603) 798-5628  
[codeoffice@loudonfire.com](mailto:codeoffice@loudonfire.com)



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**March 18, 2020**

In response to the Coronavirus the Loudon Code office will scaling back on performing inspections to protect our employees and the public health. The code office is also requesting that people not come to the office to fill out permits, pay for permits, or ask questions. We understand this may be a significant inconvenience to people but your health and the health of our employees are paramount as we work through this difficult time. Please follow the guidelines as outlined below if you are in need of assistance from our office.

If you need to fill out a permit you can get **all** our permits online at [www.loudonnh.org](http://www.loudonnh.org). You should fill out the permit and email the permit back to us at [codeoffice@loudonfire.com](mailto:codeoffice@loudonfire.com) or mail your completed permit to: **Loudon Code Office, 55 South Village Road STE #5, Loudon NH 03307** or you may fax your completed permits to 798-5628.

If you need to make a payment for a permit you can mail your payment to us at **Loudon Code Office, 55 South Village Road STE #5, Loudon NH 03307**.

If you have any questions or need to schedule an inspection please call or office at 798-5584 in lieu of coming to the office.

**Inspections that will be continued:**

Inspections of exterior projects or rough inspections in open structures with no persons or limited persons on site. **Example:** Exterior site visits, foundation / footings, rough framing and underground utilities.

**Inspections that will cease until further notice:**

Inspection in enclosed buildings and Assembly inspections: **Example:** Annual assembly inspections, Mechanical inspections inside enclosed occupied buildings, Final inspections for certificate of occupancy, Foster care inspections, Annual safety inspections, residential health care inspections and any inspection that can be verified by submitting good photographic evidence.

Our office is committed to serving our residence and our construction partners during this difficult time but please understand that this is a busy time for our inspectors as we wear multiple hats including Fire Chief, Health officer and Emergency Management positions. To allow us to continue to serve you we ask that you follow these guidelines and conduct business through our websites, email and phone numbers as listed on this document to limit our exposure whenever possible. If you have any questions or concerns please email us at [codeoffice@loudonfire.com](mailto:codeoffice@loudonfire.com) or call us at 798-5584.

Please continue to watch our website at [www.loudonnh.org](http://www.loudonnh.org) and sign up for e-alerts for updated information as things are changing rapidly.