



TRUSTEES OFFICE
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BOARD OF TRUSTEES
OF THE FREEHOLDERS AND COMMONALTY OF THE
TOWN OF SOUTHAMPTON

NOTICE OF COMMENCEMENT

RE: PERMIT NO: _____ **Bay Constable:** _____

ISSUED TO: _____

Address of Project: _____

Contractor's Name/Phone: _____ / _____

Contractor's Address: _____

Trustee: _____

This is to notify you that the activity authorized by the referenced permit will **commence** on _____.

The permit sign will be posted at the site and copy of permit will be available at site for inspection.

Submitted By: _____ Date: _____

THIS NOTICE IS TO BE **SENT** TO ABOVE ADDRESS PROMPTLY UPON **COMMENCEMENT** OF PROJECT.

FAILURE TO NOTIFY OR POST SIGN WILL LEAVE OWNER AND/OR CONTRACTOR SUBJECT TO APPLICABLE PENALTIES FOR NON-COMPLIANCE WITH PERMIT CONDITION.

NOTICE OF COMPLETION

RE: PERMIT NO: _____ **Bay Constable Area:** _____

ISSUED TO: _____

Address of Project: _____

Contractor's Name/Phone: _____ / _____

Contractor's Address: _____

Trustee Area: _____

This is to notify you that the activity authorized by the referenced permit was **completed** on _____.

The permit sign will be posted at the site and copy of permit will be available at site for inspection.

Submitted By: _____ Date: _____

THIS NOTICE IS TO BE **SENT** TO ABOVE ADDRESS PROMPTLY UPON **COMPLETION** OF PROJECT.

FAILURE TO NOTIFY OR POST SIGN WILL LEAVE OWNER AND/OR CONTRACTOR SUBJECT TO APPLICABLE PENALTIES FOR NON-COMPLIANCE WITH PERMIT CONDITIONS.