



Rindge Fire Department

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*Bob Faas
Fire Chief*

*Roger Seppala
Building Department*

MEMORANDUM

To: All Applicants/Interested Parties

From: Chief Robert Joseph Faas Jr.

Date: 06/01/2026

Subject: Permitting and Inspection Process

This memorandum is issued to outline the process for requesting and completing building inspections through Lt. Seppala, the Town of Rindge's Building Inspector and Code Enforcement Officer.

All permit applications and supporting documentation are available through the [Town of Rindge official website](#). Completed applications must be submitted with the required payment prior to any inspection being scheduled.

Please note that Lt. Seppala is currently out of the office on Fridays. Emails and voicemail messages received during that time will be addressed upon his return to work on Monday.

Inspection requests must be submitted no less than twenty-four (24) hours prior to the desired inspection date and time. Advance notice is required to ensure scheduling availability and timely completion of inspections.

Please be advised that any "After-the-Fact" permit application submitted after work has already been completed may be subject to a penalty equal to double the original permit fee, in accordance with Town requirements.

Your cooperation with this process is appreciated and helps ensure inspections are completed efficiently and in compliance with applicable building and safety codes.

Respectfully,

Robert Joseph Faas Jr.
Fire Chief
Rindge Fire Department