**Building Permit Guide**

*Visit the Code Enforcement Officer to determine if your project meets all current zoning ordinances.*

Most projects will require a building permit from the Code Enforcement Office. No project shall begin until a building permit has been issued by the Code Enforcement Officer. Building permit applications are available at the Town Office or on the Town website.

**A building permit must be obtained for:**

* New Construction and Additions
* Renovations\*
* Moving Buildings
* Mobile Homes
* Modular Homes

\*[Including changing the use of any room, such as finishing a basement and adding rooms, etc.]

**Required information for building permit applications:**

* Exact location of proposed structure or project
* Dimensions, including height
* A site plan showing the size and location of all proposed and existing structures, septic systems, well, property lines, roads, wetlands, marshes, brooks and streams, and shorefront with the setback clearly show~~n~~.

No building permit is required for repairs and/or maintenance on existing buildings or structures such as but not limited to: painting; replacement of rotten or weak wood or stonework, brickwork or masonry; replacement of doors or windows (if a direct replacement and not changing size or structure); replacement of siding or fire-resistant roofing; replacement of gutters, storm windows or blinds, so long as plumbing is not involved and no building permit is required.

***Note:*** *For any work within the Historic District, additional oversight is required by the Code Enforcement Officer or the Planning Board even if a building permit is not required. Within the Historic District, all work is required to be compatible with the predominant architectural style. [Article VI – Zoning.]*

The fees for building permits shall be calculated on the *fair market value* of the mobile home, or the improvement to an existing structure, or the structure that is to be placed or erected upon a lot. Fees for building permits are:

* For new non-commercial structures containing one or more residential dwelling units, and for mobile homes containing a dwelling unit, $100 for the first $1,000 of fair market value or part thereof, and $3 for each additional $1,000 of fair market value.
* For new non-commercial structures that do not contain residential dwelling units, and for the expansion of existing non-commercial structures which either do or do not contain residential dwelling units, $25 for the first $1,000 of fair market value or part thereof, and $3 for each additional $1,000 of fair market value.
* For new commercial structures, and for the expansion of existing commercial structures, $200 for the first $1,000 of fair market value or part thereof, and $3 for each additional $1,000 of fair market value.
* If a building permit is obtained *after* construction has been started, or after a structure has been placed upon a lot, the fee shall be as set forth in the preceding subsections PLUS an additional $300.
* The fees for plumbing permits shall be those as set by the appropriate State of Maine Department except that the minimum fee for an internal plumbing permit shall be $40.

**Building Permit Process**

Apply for a permit

Plans reviewed by Code Enforcement Officer

Planning Board review if required

Project meets minimum requirements

Permit issued

Permit issued, if approved

Field inspections

Field inspections

Final inspections

Final inspections

**Site Plan & Subdivision Review**

Site plan and subdivision review may be applicable to your project.The Code Enforcement Officer is available to assist you in determining if your project may need Planning Board approval through site plan or subdivision review and the application process to ensure the Planning Board is receiving all the necessary information for a timely review process.

The Planning Board reviews applications for subdivisions and site plans:

1. Major & minor subdivisions
2. New construction of non-residential buildings, including accessory buildings and structures
3. Expansion of non-residential buildings and structures
4. Multi-family dwellings
5. Expansion of multi-family dwellings
6. Paving, stripping, grading, and removal of earth materials from areas more than 10,000 sq. ft within a five-year period
7. Projects in the Shoreland Zoning District which require site plan review.

Planning Board Applications are due 7 days in advance of the meeting you wish your application to be reviewed. It is always best to speak with the Code Enforcement Officer prior to submitting an application in order to understand the contents of the application and timeline for review.

Some Planning Board projects can be complicated and approval may be required by other departments, so be sure to contact the Code Enforcement Officer for assistance (207) 882-8200 ext. 7. Large sites and subdivisions may require Maine Department of Environmental Protection (DEP) review. Please call (207) 287-2811 for DEP rules and regulations.

**Fees**

Subdivision: Up to 5 lots or units - $25.00 per lot or unit

 5 or more lots or units - $50.00 per lot or unit

Site Plan Review: $0.02 per square foot but not less than $25.00.

**Site Plan & Subdivision Review Process**

Applicant meets with

Town Code Enforcement Officer

No site plan review required. See Building Permits.

Review by Other Departments, if applicable

Informal Pre-application Review

See Code Enforcement Officer for Applicable Building Permits

Preliminary Plan Review

*Often conducted at the same meeting*

Public Hearing &

Final Plan Review

 Plan approved

CONSTRUCTION PERMITS / FIRE PROTECTION DIVISION /

STATE FIRE MARSHAL

*Applies to public buildings*

Construction Permits and professionally prepared plans are required for public buildings, as listed below for new construction, renovation work affecting fire safety elements and change of use, regardless of cost.

Class A – over 1,000 occupants

Class B – 300 to 1,000 occupants

Class C – 50 to 299 occupants

* Educational Occupancies such as schools, day care centers, and group day care homes.
* Health Care Occupancies such as hospitals, convalescent homes, nursing homes, ambulatory care centers, and large facility board and care.
* Board and Care Occupancies such as small facilities.
* Places of Assembly such as auditoriums, bowling lanes, churches, conference rooms, courtrooms, dance halls, drinking establishments, exhibition halls, gymnasiums, libraries, theaters, passenger terminals, pool rooms, recreational facilities, piers, restaurants, and skating rinks.

Mercantile Occupancies such as shopping centers, department stores, auction rooms, and supermarkets.

Class A – 30,000 square feet plus, or 3 stories

Class B – 3,000 t 29,999 square feet, or 2 stories

* Hotel, Motel, and Dormitory Occupancies: Two or more stories; nine or more sleeping rooms.
* Lodging or Rooming Occupancies: Two or more stories; eight or less sleeping rooms.
* Business Occupancies: One story of 3,000 square feet or more or two or more stories; such as city halls, college instructional buildings, courthouses, dentist offices, general offices, research laboratories, ambulatory outpatient clinics, and Town offices.

BARRIER-FREE PERMITS / STATE FIRE MARSHAL

*Applies to public buildings*

As of January 1, 1991, the Office of State Fire Marshal is authorized by the Maine Human Rights Commission to conduct voluntary and mandatory plan reviews and issue Barrier-Free permits for places of public accommodation and/or places of employment, as listed below.

A. New construction projects, regardless of cost or size, require a Barrier-Free permit and professionally designed plans for the following occupancies:

1. Restaurants

2. Hotels, Motels, and Inns

3. State, Municipal, and County Buildings

4. Elementary and Secondary Schools

B. New construction projects, other than those listed above, require a design professional to certify that the plans meet accessibility laws. A Barrier-Free permit is not required even though the facility must still meet state laws. (A Barrier-Free permit may be obtained on a voluntary basis.)

C. Renovation projects over $100,000 require a design professional to certify that the plans meet accessibility laws. A Barrier-Free permit is not required even though the facility must still meet state laws. (A Barrier-Free permit may be obtained on a voluntary basis.)

D. Renovation projects under $100,000 are not required to meet the State accessibility laws.

(A Barrier-Free permit may be obtained on a voluntary basis.)

**All projects applying for a Barrier-Free Permit are also required to apply for a Construction Permit.**

**CONTACT:** Office of State Fire Marshal, (207) 624-8742, Fax (207) 287-6251, or visit their website: <http://www.maine.gov/dps/fmo/index.htm>