

Building Permit Application Packet

Town of New Portland
901 River Road
New Portland, ME. 04961
Phone: (207)628-4441
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E-Mail: nwprtlnd@tds.net

Please read all the information contained in this packet and please fill out the entire building permit application before submitting an application

1. Building Permit Application
2. Septic Design (3) copies of a (HHE-200 Form) subsurface waste plumbing permit (if on private sewer)
3. Interior plumbing permit
4. Driveway entrance permit from DOT if on a state road, or permission for a driveway entrance from the New Portland Road Commissioner if a new driveway is added to a town road
5. A plot plan must be submitted with each building permit application, depicting the proposed new construction, additions to existing structures, or any alterations other than interior remodel. The plot plan will show the property dimensions, easements, roads and streets, water bodies (streams or river), existing buildings, proposed buildings, and distance from buildings to setback
6. Address to new structured will be issues by the Town of New Portland's 911 Addressing Officer

Town of New Portland
Application for Building Permit

Permit #: _____
Permit Fee: _____
Date Permit Issued: _____

Location of Work

Map/Lot: _____	Physical Address: _____
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Contact Information

	Name	Mailing Address	Phone
Applicant	_____	_____	_____
Owner	_____	_____	_____
Contractor	_____	_____	_____

Application Type

_____ New Residential Construction (*1 & 2 family home and modular*)

_____ New Commercial / Multi Family Construction

_____ Renovations Residential

_____ Renovations Commercial

_____ Garage with Foundation

_____ Utility Building no foundation (example: shed)

_____ Demolition Residential/Commercial

Hazardous Material? ____ Yes ____ No

(Asbestos survey & DEP submittals must accompany all applications for commercial and multifamily dwellings)

_____ Pools _____ Depth ____ Above Ground ____ In Ground

_____ Deck

Description: _____

Square Footage: _____

Proposed Use: _____

Dimensions of Proposed Structure: _____

Proposed Foundation Type: ____ Full 8' ____ 4' Frost Wall ____ Slab ____ Pier

Shoreline Zoning? ____ Yes ____ No

Flood Hazard Area? ____ Yes ____ No

Estimated Cost of Work: \$ _____

_____ Mobile Home
Serial # _____
Make _____ Model _____
Size _____
Moved From _____
Moved to _____
New _____ Used _____

Please verify that this Building Permit Application is completely filled out before submitting it for review and we will make every effort to review the application upon receipt. Additional review time may be needed depending on the complexity of the application and if information is missing on the application it may delay the processing time.

No building hereafter erected shall be occupied or used, in whole or in part, until Certificate of Occupancy shall have been issued by the Code Enforcement Officer.

Approved plans must be retained on the job site along with the permit until final inspection has been made.

Where applicable, separate (local) permits are required for plumbing, septic, shoreline zoning, floodplain and (state) electrical permits.

This permit application does not preclude the applicant(s) from meeting applicable state and federal rules.

This Building Permit Application shall be valid for a period of two (2) years from the date of issuance. Any project not thirty (30) percent developed within the first year would require a new Building Permit Application.

By my signature, I hereby certify that, I am the owner of record of the named property, or that I have been authorized by the owner to make this application as their agent. I agree to conform to all applicable laws and codes of this jurisdiction. In addition, if this permit is issued, I certify that the Code Enforcement Officer or a representative of the Code Enforcement Officer shall have the authority to enter all areas covered by such permit at any reasonable hour for the purposes of inspecting said work.

Signed: _____
Signature of Owner or Agent

Date: _____

Print Name: _____

CODE ENFORCEMENT OFFICER USE BELOW

All work must be done in accordance with the Maine Uniform Building and Energy Code which includes: 2209 International Residential Code (IRC), 2009 International Building Code (IBC), 2009 Existing Building Code (IEBC), 2009 International Energy Conservation Code (IECC), ASHRAE 62.1 – 2077 (Commercial Ventilation), ASHRAE 62.2 – 2007, (Residential Ventilation), ASTM E 1465-06 (Residential Radon).

Approved: _____ Denied: _____

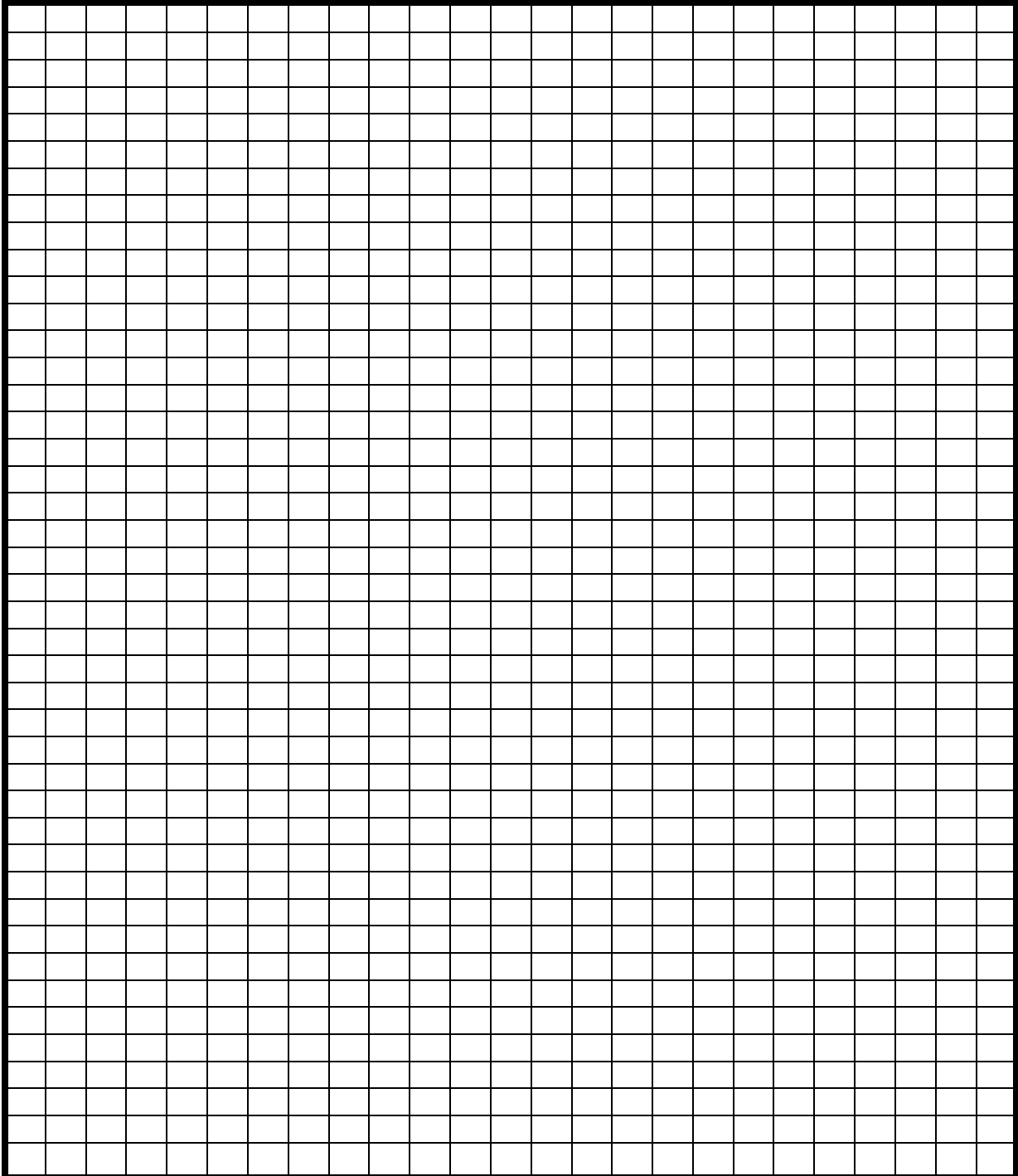
Signature: _____

Date: _____

If Building Permit Application is denied give reason:

IF THIS LOT IS NOT PART OF AN APPROVED SUBDIVISION, PROVIDE A PLOT PLAN (BELOW) DEPICTING THE PROPOSED STRUCTURE(S) RELATIVE TO EXISTING STRUCTURES, PROPERTY LINES, ABUTTING STREETS, STREAMS AND/OR BODIES OF WATER AND BUILDING SETBACKS AND UTILITIES

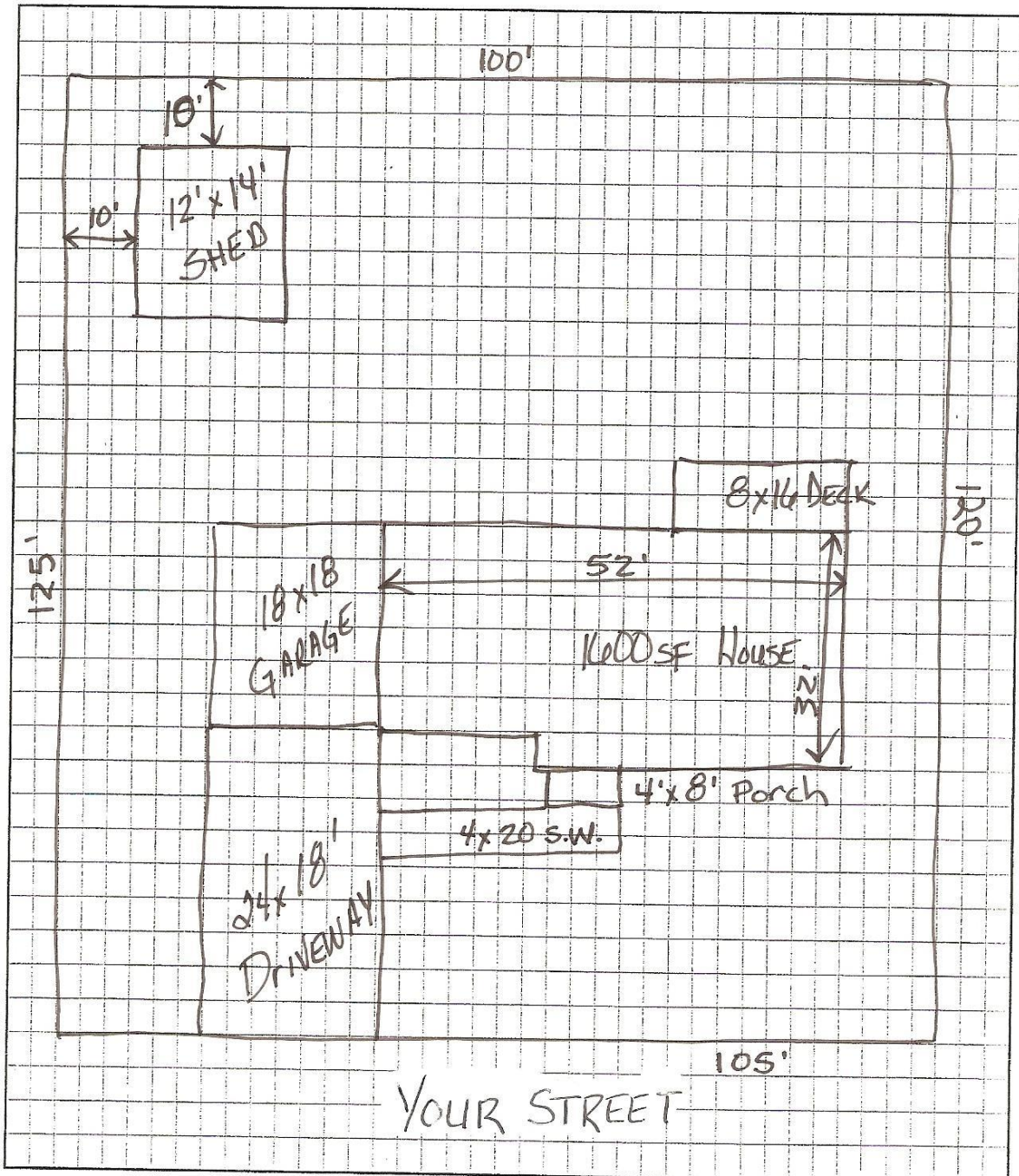
NOTE: THE TOWN OF NEW PORTLAND'S CODE ENFORCEMENT OFFICER MAY REQUIRE THAT PLACEMENT OF THE PROPOSED BUILDING RELATIVE TO THE LOT LINES BE VERIFIED BY A LICENSED SURVEYOR



**** **SAMPLE** ****

SITE PLAN

Show lot lines, dimensions of existing and proposed structures and setback distance from all property lines.



Certificate of Occupancy Requirements Check Off List

- House Number Attached
- Outside Steps & Porch (3 steps or more need a hand rail 34" – 38" above the nose of the tread) decks above 30" need a guard with balusters or ornamental pattern spaced 4" or less apart
- Adequate outside lighting at stairways, including landings and treads
- All required plumbing fixtures set and operable
 - Kitchen sink operational
 - One (1) Complete Bathroom in and operable
 - Hot and cold running water
- Smoke detectors on all floors and one in each sleeping area and in hallway adjacent to a sleeping room and they shall be interconnected
- Carbon monoxide detectors where required in areas adjacent to bedrooms
- All required electrical outlets and switches and fixture, outlets covered, GFI in kitchens and baths
- Electrical panel labeled and has proper clearance
- All sheetrock in, taped and finished
- Egress doors and windows proper size
- Lally column plates properly secured
- Energy Efficiency Certificate posted on electrical panel, blower door test may be required if field inspections do not prove compliance with the energy and ventilation standards (caulking or sealing all necessary seams, joints, etc.)
- Chimney – fire stops, clearance from combustible materials 18" min (cleanout), 2" around chimney, clean outs 16" above basement floor, and disclosure form completed and signed by the mason
 - Wood burning factory built or masonry fireplaces shall be equipped with an exterior air supply
- Oil tank, vent installed, 12" legs, oil line is protected and secured, filter
- Attached garage, firewall 5/8" fire rated sheetrock, tape and finished, where attached