



Planning & Code Enforcement
 2 York Street
 Westbrook, Maine 04092
 Phone: 207-854-0638
 Fax: 866-559-0642

BUILDING PERMIT APPLICATION

Date Received: _____

Type of Application

Circle project type

Residential: New / Renovation / Addition
 Demolition / Village Review Overlay

Circle project type

Commercial: New / Renovation / Addition
 Demolition / Village Review Overlay

Project Information

Property Address: _____ Tax Map: _____ Lot: _____

Description of Project: _____

Estimated Cost of Construction/Demolition - To include materials & labor \$ _____

- Shoreland Zone Garage Dormer Shed Accessory Dwelling /APT.
- Swimming Pool Deck Other After the Fact – Compliance letter from licensed professional

Property Owner Information

Contractor Information

Property Owner: _____ Contractor: _____

Mailing Address: _____ Mailing Address: _____

Office Phone: _____ Office Phone: _____

Cell Phone: _____ Cell Phone: _____

Email: _____ Email: _____

ATTENTION

Periodic Inspections are required. See the Inspection Schedule Form. Failure to schedule inspections and/or receive final approval by the Inspector will constitute Occupancy without a Certificate. Fines will be imposed at a rate not less than One Hundred (\$100.00) per day, nor more than Twenty-Five Hundred Dollars (\$2,500.00) per day.

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all City Ordinances and State laws regulating building construction. Work will not begin until building permit card is posted.

Project proposed to have 1 acre or more of site disturbance may need to apply for Maine Construction General Permit and shall comply with the requirements of DEP Chapter 500 Stormwater Regulations, as they apply.

Signature of Applicant: _____ Date: _____

- Owner Contractor Applicant

Please fill out all areas applicable to your project. The plan submitted may also show this information.

Foundation

Front Setbacks: _____ Rear Setbacks: _____ Side(s) Setbacks: _____
Footing Size Dimensions: _____
Foundation Wall Height: _____ Drainage Required? _____

Floor

Anchored Sills Size: _____ Girder Size: _____ Joist Size: _____ Spacing: _____
Lally Column Size: _____ Spacing: _____ Bridging Type: _____ Size: _____
Joists Size: _____ Spacing: _____ Span(s): _____
Floor Sheathing/Material Type: _____ Size: _____

Exterior Walls

Studding Size: _____ Spacing: _____
Header Sizes: _____ Span(s): _____
Bracing(Circle one): Y or N Sheathing Type & Size: _____ Siding Type: _____

Interior Walls

Studding Size: _____ Spacing: _____
Header Sizes: _____ Span(s): _____
Wall Finish Type: _____ Fire-Rating (Show locations on plan): _____

Ceiling

Ceiling Joists Size: _____ Span(s): _____
Ceiling Strapping Size: _____ Spacing: _____
Type Ceilings: _____ Ceiling Height: _____

Insulation (Existing Construction) NEW CONSTRUCTION FILL ATTACHED INSULATION FORM

Ceiling Insulation Type: _____ R-Value : _____
Wall Insulation Type: _____ R-Value: _____
Floor Insulation Type: _____ R-Value: _____
Other methods or alternate areas for insulation not listed above: _____

Roof

Rafter Size: _____ Spacing: _____ Span: _____ Engineered Truss: Attach Specifications
Sheathing Type: _____ Size: _____ Roof Covering Type: _____

Deck

Floor Joist Size: _____ Joist Spacing: _____ Joist Span: _____
Post Size: _____ Post Height: _____ Beam Size: _____ Beam Span: _____
Connected to structure? _____ If yes, Footing Depth: _____ Footing Size: _____

ADMINSTRATIVE SECTION CODE USE ONLY

Permit Conditions: _____

Signature of Code Enforcement Officer: _____ Date: _____



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SUBJECT: Building Permit Requirements

To Whom It May Concern, as of January 1, 2014, the following requirements shall apply to all building applications submitted for approval.

1. Building Permit Application

2. Detailed Construction Plans

A. Commercial Application Plans

A1. 1 full size set of plans & 1 11x17 set of plans, PDF or Thumb Drive of Plan

B. Residential Application Plans

B1. 1 11 x 17 set of plans

A. Elevations showing the side view of the building from each side. Label each elevation.

B. Floor Plans of every level of the building, including the basement, (and parts that are not being renovated if this is an existing building).

All plans must be to scale and must indicate the scale used. Outside dimensions must be labeled.

Show doors and which way they swing and include clear opening detail. Show the location of windows in walls. Clear opening detail and height of sill from floor are required for occupancies that require egress windows. Show stairs/ramps and provide details to include riser height, tread depth, handrail and guard heights, etc.

Label the intended use of every room compartment (such as "office," "bathroom," "sales area," etc.).

3. Plot Plan showing relationship to adjacent buildings, roads, and hazards. Indicate which building or part thereof is the one requesting a permit. Indicate true north.

4. Septic Designs must be submitted with all new construction, where applicable, 3 copies are required.

5. Street Opening Application must be submitted with all new construction, where applicable.

6. Sewer Connection Application must be submitted with all new construction, where applicable.

7. Plumbing Application must be submitted as part of the packet.

8. Electrical Application must be submitted as part of the packet.

8a. If Commercial Project provide an electrical plan.

9. Heating Application must be submitted as part of the packet.

10. EPA Lead-Safe Certification if renovating homes, schools or daycare centers built pre-1978 you must be EPA Lead-Safe Certified.

11. Fire Protection

11a. Sprinkler System all Commercial & three - family dwellings shall be protected throughout by an approved automatic sprinkler system in accordance with the NFPA 13D standard. Projects requiring approval from the State Fire Marshal's Office will require one (1) set of plans with Fire Marshall's approval.

11b. Fire Alarm Plan

The IRC and IBC allows up to, thirty (30) days to review, process permit applications that include all of the required documentation, applications and information.