



**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**

Residential     Commercial     Demolition     Sign     Village Review Overlay

**Project Information**

Property Address: \_\_\_\_\_ Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Estimated Cost of Construction/Demolition: \$ \_\_\_\_\_  Floodplain     Shoreland Zone

Garage     Addition     Renovation     Dormer     Shed     Accessory Unit

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     Surface Drain Plan



**Foundation**

- 1. Front Setbacks: \_\_\_\_\_ Rear Setbacks: \_\_\_\_\_ Side(s) Setbacks: \_\_\_\_\_
- 2. Footing Size: \_\_\_\_\_
- 3. Foundation Size: \_\_\_\_\_
- 4. Other: \_\_\_\_\_

**Floor**

- 1. Sills Size: \_\_\_\_\_ Sills must be anchored.
- 2. Girder Size: \_\_\_\_\_
- 3. Lally Column Spacing: \_\_\_\_\_ Size: \_\_\_\_\_
- 4. Joists Size: \_\_\_\_\_ Spacing 16" O.C.
- 5. Bridging Type: \_\_\_\_\_ Size: \_\_\_\_\_
- 6. Floor Sheathing Type: \_\_\_\_\_ Size: \_\_\_\_\_
- 7. Insulation Type: \_\_\_\_\_ R Value: \_\_\_\_\_
- 8. Other Material: \_\_\_\_\_

**Exterior Walls**

- 1. Studding Size: \_\_\_\_\_ Spacing: \_\_\_\_\_
- 2. Header Sizes: \_\_\_\_\_ Span(s): \_\_\_\_\_
- 3. Bracing: Yes: \_\_\_\_\_ No: \_\_\_\_\_
- 4. Insulation Type: \_\_\_\_\_ R Value: \_\_\_\_\_
- 5. Sheathing Type: \_\_\_\_\_ Size: \_\_\_\_\_
- 6. Siding Type: \_\_\_\_\_ Weather Exposure: \_\_\_\_\_

**Interior Walls**

- 1. Studding Size: \_\_\_\_\_ Spacing: \_\_\_\_\_
- 2. Header Sizes: \_\_\_\_\_ Span(s): \_\_\_\_\_
- 3. Wall Covering Type: \_\_\_\_\_
- 4. Fire Wall if Required: \_\_\_\_\_
- 5. Other Materials: \_\_\_\_\_

**Ceiling**

- 1. Ceiling Joists Size: \_\_\_\_\_
- 2. Ceiling Strapping Size: \_\_\_\_\_ Spacing: \_\_\_\_\_
- 3. Type Ceilings: \_\_\_\_\_
- 4. Insulation Type: \_\_\_\_\_ R Value: \_\_\_\_\_
- 5. Ceiling Height: \_\_\_\_\_

**Roof**

- 1. Truss /Rafter Size: \_\_\_\_\_ Span: \_\_\_\_\_
- 2. Sheathing Type: \_\_\_\_\_ Size: \_\_\_\_\_
- 3. Roof Covering Type: \_\_\_\_\_

**ADMINSTRATIVE SECTION CODE USE ONLY**

Permit Conditions: \_\_\_\_\_

Signature of Code Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_



## Planning & Code Enforcement

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

## Building Permit Requirements

To Whom It May Concern, as of October 1, 2019 the following requirements shall apply to all new building applications submitted for approval.

### 1. New & Building Addition for Residential Building Permit Application

**1.A. Surface Drainage Plan** Each application for a building permit for new construction or for additions to existing buildings, which involves excavation, filling or regrading of land, shall include appropriate information relative to the topography, existing and proposed grades of the applicant's land and the grade of all abutting streets. Any natural watercourses, ditches or swales, whether water runs constantly or only intermittently, must be identified and shown on plans submitted. If any natural drainage is affected by the proposed construction, the application must show how the applicant intends to provide adequate drainage to prevent any unnecessary runoff onto abutting properties and/or streets. *Show existing and proposed Contours with Spot Elevations*

**Surface Drainage Plan must be approved by the City Engineer before any building permits are submitted.**

**1.B.** Deed or Purchase and Sale Agreement required for new parcels

**1.C. Residential Application Plans. 1 - 11 x 17 set of plans**

**1.D. Elevations** showing the side view of the building from each side. Label each elevation.

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

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

**2. A.** 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.

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

**3. Curb Cut / Driveway Location Plan** issuance of said permit by the building inspector shall be subject to the approval of the City Engineer, Director of Public Services or Designee to assure compliance with such rules.

**4. Street Opening requirements need to be met**

**4. A. Excavator (Licensed with Westbrook)**

**4. B. Street Opening Permit**

**5. C. Check Street Opening moratorium list**

**6. 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.

**7. Sewer Connection Application** must be submitted with all new construction, where applicable. Or; **Septic Designs** must be submitted with all new construction, where applicable, 3 copies are required.

**8. Plumbing Application** must be submitted as part of the packet.

**9. Electrical Application** must be submitted as part of the packet.

**10. Heating Application** must be submitted as part of the packet.

**6. If Commercial Project provide a stamped electrical plan.**

**7. 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**

**A2. Elevations** showing the side view of the building from each side. Label each elevation.

**A3. Floor Plans** of every level of the building, including the basement, (and parts that are not being renovated if this is an existing building).

**A4. ADA Compliance review through State Fire Marshalls Office**

**A5. State of Maine Building Permit**

**8. Plumbing Application** must be submitted as part of the packet.

**9. Electrical Application** must be submitted as part of the packet.

**10. Heating Application** must be submitted as part of the packet.

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

**12. Fire Protection**

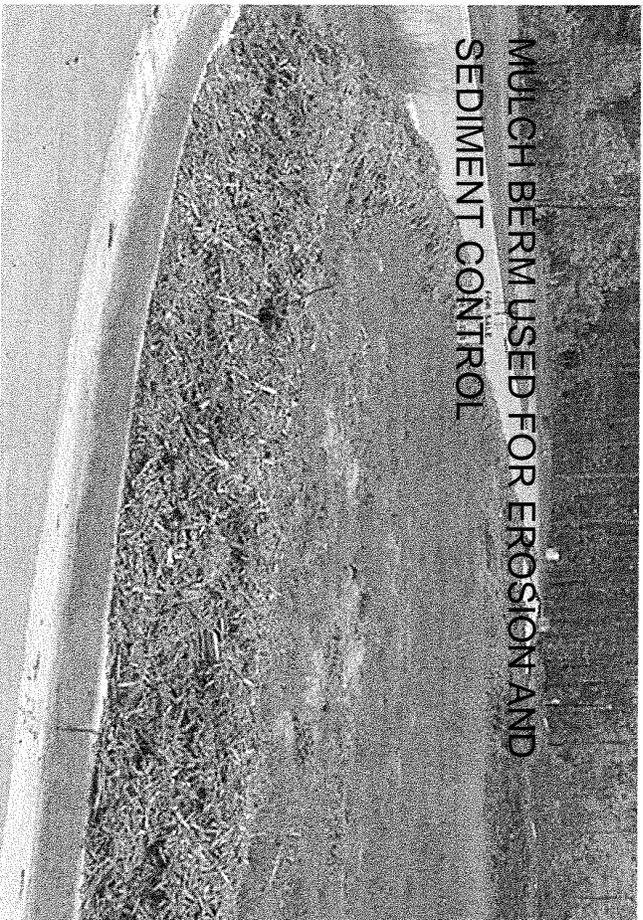
**13 a. Sprinkler System** all Commercial & three - family dwellings shall be protected throughout by an approved automatic sprinkler system in accordance with the NFPA 13D standard. Projects requiring approval from the State Fire Marshal's Office will require one (1) set of stamped plans with Fire Marshall's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

**13b. Fire Alarm Permit**

**Stamped Plans**

**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.**

**All Engineered Plans will be stamped**



MULCH BERM USED FOR EROSION AND  
SEDIMENT CONTROL

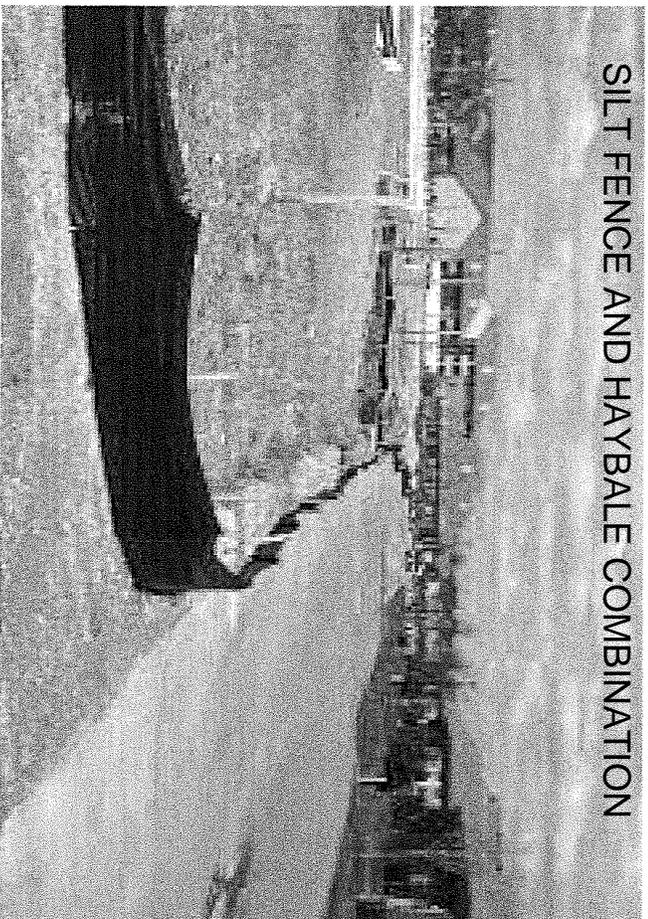
## EROSION AND SEDIMENT CONTROL MUST BE IN PLACE BEFORE CONSTRUCTION BEGINS

### MRSA TITLE 38

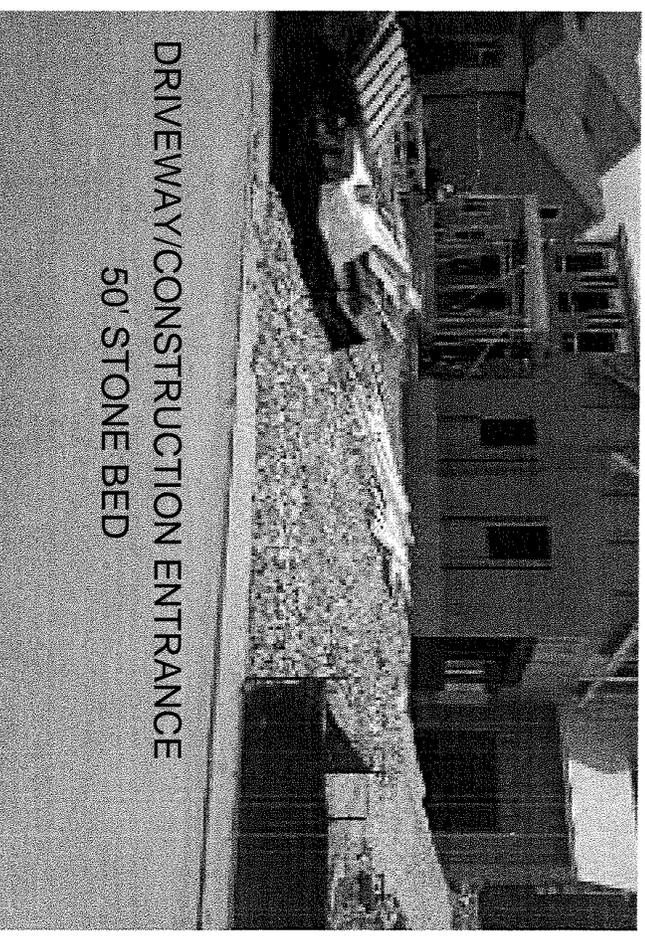
§ 420-C. Erosion and sedimentation control

A person who conducts, or causes to be conducted, an activity that involves filling, displacing or exposing soil or other earthen materials shall take measures to prevent unreasonable erosion of soil or sediment beyond the project site or into a protected natural resource as defined in section 480-B.

Erosion control measures must be in place before the activity begins. Measures must remain in place and functional until the site is permanently stabilized. Adequate and timely temporary and permanent stabilization measures must be taken and the site must be maintained to prevent unreasonable erosion and sedimentation



SILT FENCE AND HAYBALE COMBINATION



DRIVEWAY/CONSTRUCTION ENTRANCE  
50' STONE BED



**Planning & Code Enforcement**

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

**SURFACE DRAINAGE PLAN APPLICATION**

Prior to Building Permit submission Approval from City Engineer is required

Date Received: \_\_\_\_\_

**Type of Application**

Residential       Commercial

**Project**

**Information**

Address: \_\_\_\_\_ Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Description of Project: \_\_\_\_\_  
\_\_\_\_\_

Floodplain     Shoreland Zone     Garage     Addition     Accessory Unit     Other

**Property Owner Information**

**Contractor Information**

Property Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**SURFACE DRAINAGE**

**Sec. 6-35. Applications to be reviewed.**

Each application for a building permit for new construction or for additions to existing buildings, which involves excavation, filling or regrading of land, shall include appropriate information relative to the topography, existing and proposed grades of the applicant's land and the grade of all abutting streets. Any natural watercourses, ditches or swales, whether water runs constantly or only intermittently, must be identified and shown on plans submitted. If any natural drainage is affected by the proposed construction, the application must show how the applicant intends to provide adequate drainage to prevent any unnecessary runoff onto abutting properties and/or streets.

*Show existing and proposed Contours with Spot Elevations*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Owner     Contractor     Applicant

**Approved / Denied**

City Engineer: \_\_\_\_\_

## **Surface Drainage Ordinance Section for reference:**

### ARTICLE III. SURFACE DRAINAGE

Sec. 6-35. Applications to be reviewed.

Each application for a building permit for new construction or for additions to existing buildings, which involves excavation, filling or regrading of land, shall include appropriate information relative to the topography, existing and proposed grades of the applicant's land and the grade of all abutting streets. Any natural watercourses, ditches or swales, whether water runs constantly or only intermittently, must be identified and shown on plans submitted. If any natural drainage is affected by the proposed construction, the application must show how the applicant intends to provide adequate drainage to prevent any unnecessary runoff onto abutting properties and/or streets. (Ord. of 5-15-78) Sec. 6-36. Review of application by building inspector and city engineer.

Prior to the issuance of any building permit, the application for which is covered by section 6-35, the building inspector shall refer the application to the city engineer who shall review same to assure that the proposed construction will not interfere with existing drainage patterns to the detriment of abutting landowners or the city. Any proposed changes in existing drainage patterns must be approved by the city engineer. (Ord. of 5-15-78)

### **Guidance:**

As is stated above, it is the applicant's responsibility to create a drainage plan for review by the City. There are many ways to achieve this plan.

For complex sites, an applicant can hire a surveyor, an engineer, an excavation contractor, or architect to provide such a plan. In other circumstances, an applicant may be able to provide their own plan that gives the City enough information to review. Applicants can use online GIS information, however that is not always 100% accurate as it is rough topographic information and field verification of online information is always necessary. The plan needs to include topographic lines across the parcel showing how the land will look in the post condition with elevations stated for the contractor to meet. Spot grading is also acceptable provided there is enough detail for a contractor to follow. All culverts/drainage structures need to have elevations shown on the inlet and outlets (inside base of pipe) along with size of pipe and provide dimension of how much fill will be over the pipe. This is not an exhaustive list of items to include on your plan but covers the basics.

A full boundary survey and engineered grading plan will provide the applicant with the least amount of risk, but it is not required to employ either trade to satisfy the ordinance.

Ultimately, it is the applicant's responsibility to ensure there is enough information on a plan to be able to determine where the surface water will flow in the post constructed condition. If there are issues after construction, it is the responsibility of the applicant to address the situation to the satisfaction of the City.

The City's role in this process is to protect the rights of the abutting property owners in relation to any modifications made to surface water drainage that could impact their properties.