



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

Property Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_
Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_
Office Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_
Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
Email: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor Information

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



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**

**Ceiling** Insulation Type: \_\_\_\_\_ R-Value (Min. R-49): \_\_\_\_\_

**Wall** Insulation Type: \_\_\_\_\_ R-Value (Min. R-20): \_\_\_\_\_

**Floor** Insulation Type: \_\_\_\_\_ R-Value (Min. R-30): \_\_\_\_\_

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: \_\_\_\_\_

**ADMINISTRATIVE 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

**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.**