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	Circle project type
Residential: New / Renovation / Addition	**Commercial:** New / Renovation / Addition
Demolition / Village Review Overlay	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** ☐ **Surface Drainage Plan** ☐ **All New or Added Dwellings on Sewer Must Obtain ability to serve from Wastewater Department**

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**:_____

Notice

State of Maine / Westbrook is following the

2015 International Energy & Conservation Code

Mandatory Blower Door Tests are now required on all new Construction

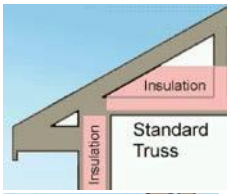
See next page

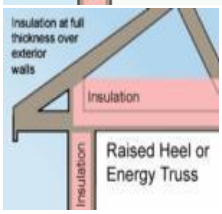
CEILING INSULATION

WRITE-IN R-VALUE: _____

INSULATION TYPE(S): _____

FLAT CEILING:





R-49 (Zone 6)if using this construction technique

R-38 (Zone 6) if maintaining the full R value over the plates

NOTE: R-38 will be deemed to satisfy the requirement for R-49 if the full R-38 insulation value is maintained over the outside plates. If using only R-38 (Zone 6), you must certify that you'll maintain R-38 over the plates by checking the box below.

If using only R-38 in Zone 6 you must check this box

☐ By checking this box, I certify that this structure is being built with a raised energy truss or that the full R-value of the ceiling insulation will be maintained over the outside plates.

SLOPED CEILING: **R-30 or R-38** if more than 500 ft sq or 20% of total ceiling area

WALL INSULATION

WRITE-IN R-VALUE: _____

INSULATION TYPE(S): _____

ABOVE GRADE WALL:

R-20 Cavity Insulation *plus* R-5 Continuous Insulation

-OR-

R-13 Cavity *plus* R-10 Continuous Insulation

If conditioning the basement, you must insulate ***Basement Walls.*** *If not, you may insulate either* ***Floor*** *or* ***Basement Walls*** *and/or* ***Slab Edge***

BELOW GRADE WALL:

Basement: R-19 Cavity Insulation *-OR-* **R-15** Continuous Insulation

Crawlspace: R-13 Cavity Insulation *-OR-* **R-10** Continuous Insulation

SLAB EDGE:

R-10 (4 Feet) and ***add*** **R-5** if the Slab is heated

Insulation must start at the top of the slab edge and extend a total of four feet (Zone 6). Insulation may go straight down, out at an angle away from the building, or along the slab edge and then under the slab. A slab is a concrete floor within 1' of grade level.

FLOOR INSULATION

WRITE-IN R-VALUE: _____

INSULATION TYPE(S):

FLOOR (BASEMENT CEILING):

R-30 *or* Insulation sufficient to fill joist cavity (Min, R-19)

A BLOWER DOOR TESTING REPORT MUST BE SUBMITTED PRIOR TO THE FINAL CERTIFICATE OF OCCUPANCY INSPECTION. THE REPORT MUST INDICATE AN AIR LEAKAGE RATE NOT EXCEEDING 3 AIR CHANGES PER HOUR AT A PRESSURE OF 50 PASCALS.

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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 854-0660** 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 existi ng and proposed Contours with Spot Elevations*

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

1.B. Ability to Serve letter from the Wastewater Department. 854-0660

Ability to Serve must be approved by the Wastewater Division Manager prior to any building permits are submitted.

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

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

International Energy Code

Mandatory Blower Door Test are now required on all new construction

1.E. 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

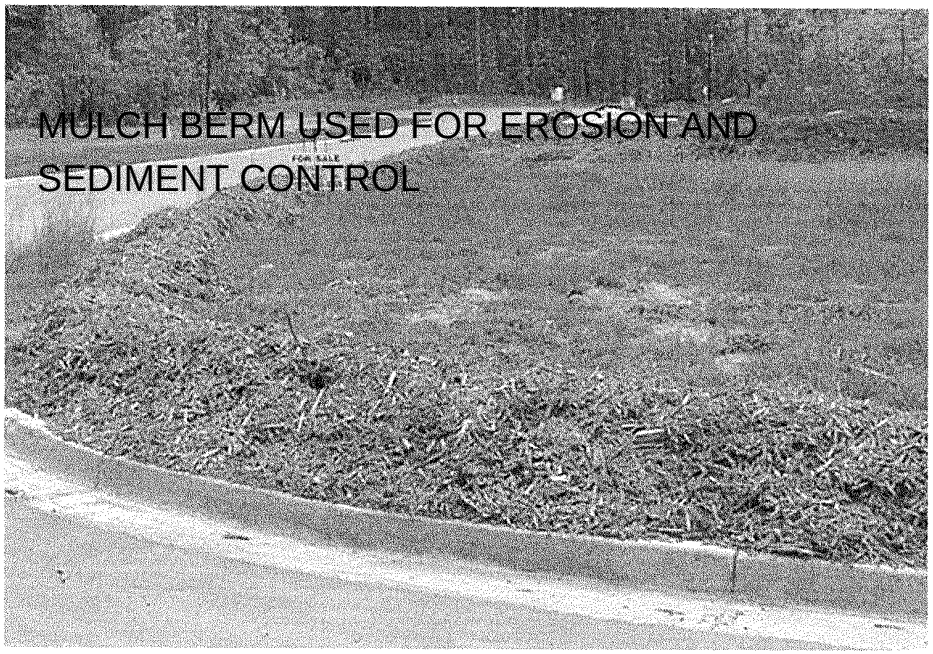
13 a. Sprinkler System all Commercial & three - family dwellings shall be protected throughout by an approved automatic sprinkler system in accordance with the NFPA 13D standard. Projects requiring approval from the State Fire Marshal's Office will require one (1) set of stamped plans with Fire Marshall's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



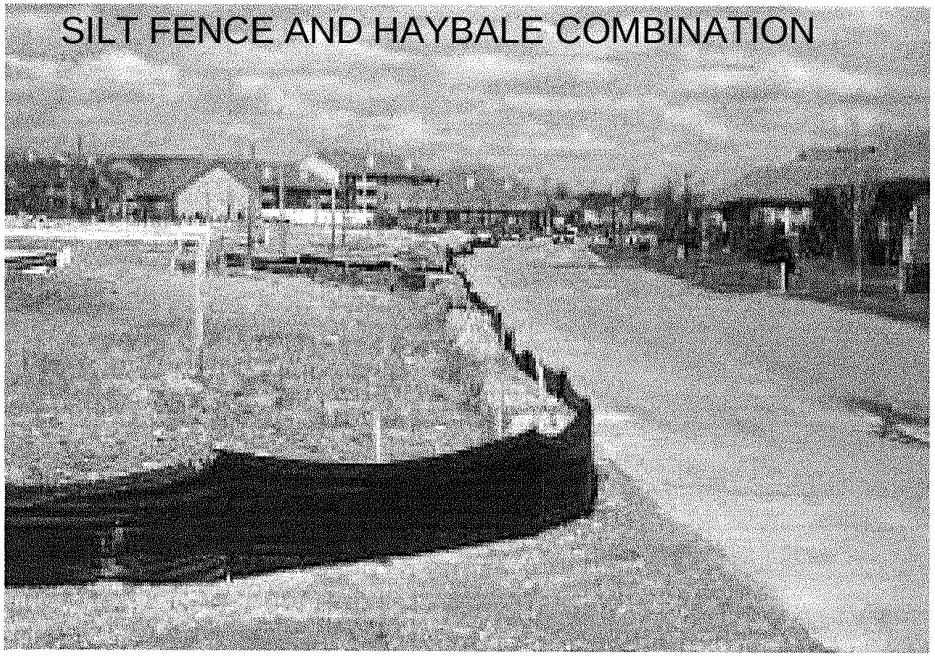
MULCH BERM USED FOR EROSION AND SEDIMENT CONTROL

EROSION AND SEDIMENT CONTROL MUST BE IN PLACE BEFORE CONSTRUCTION BEGINS

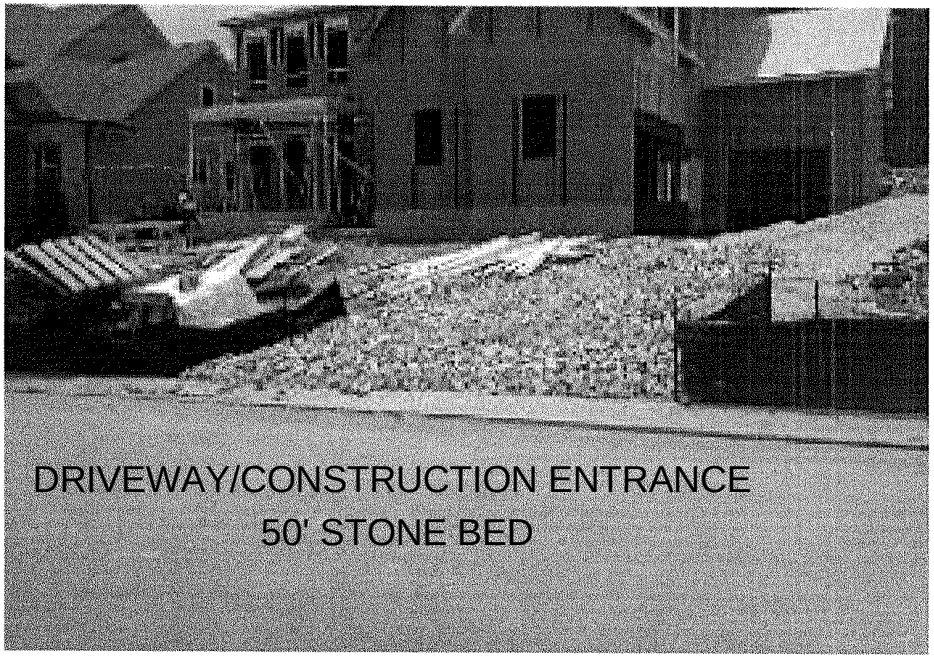
MRSA TITLE 38

§ 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
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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

Property 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.