



City of Westbrook
2 York Street
Westbrook, Maine 04092
(207) 854-0638 Fax (866) 559-0642

Fee: _____
(Minimum \$30 fee if
no work being done)

CHANGE OF USE APPLICATION

Permit # _____

PROJECT LOCATION

_____ Zone _____
Name

Address
Map Number _____ Lot Number _____ Lot Dimensions _____

OWNER

Owner _____
Name Address Phone #

Lessee _____
Name Address Phone #

Contractor _____
Name Address Phone #

Architect
Or Engineer _____
Name Address Phone #

Contact
Person _____
Name Address Phone #

Fax # E-mail Address

CURRENT USE:

Residential: _____ One Family
 _____ One Family w/ in-law apartment
 _____ Two or more Families _____ No. of Units
 _____ Hotel/Motel _____ No. of Units
 _____ Other, please specify _____

No. of Bedrooms* _____ No. of Bathrooms: _____ Partial _____
*Attach Septic System Design, if applicable

Non-residential: _____ Amusement
 _____ Church
 _____ Personal Services
 _____ Restaurant
 _____ Service Station/Repair Garage
 _____ Retail
 _____ Office, Bank, Professional
 _____ School, Library, Etc.
 _____ Other, please specify _____

Describe in detail existing use of the building _____
Square footage _____
Occupancy _____

PROPOSED CHANGE OF USE:

NOTE: Planning Board Approval may be required

Residential: _____ One Family
 _____ One Family w/ in-law apartment
 _____ Two or more Families _____ No. of Units
 _____ Hotel/Motel _____ No. of Units
 _____ Other, please specify _____

No. of Bedrooms* _____ No. of Bathrooms _____ Full _____ Partial _____
*Attach Septic System Design, if applicable

Non-residential: _____ Amusement
 _____ Church
 _____ Personal Services
 _____ Restaurant
 _____ Service Station/Repair Garage
 _____ Retail
 _____ Office, Bank, Professional
 _____ School, Library, Etc.
 _____ Other, please specify _____

Describe in detail proposed use of the building _____
Square footage _____
Occupancy _____

IF WORK ON PROPERTY IS NOT NEEDED, PLEASE PROVIDE THE FOLLOWING INFORMATION:

Residential: Floor plans of all levels with dimensions and room/area description/layout

Commercial: Floor plans of all levels with dimensions and room/area description/layout

IF WORK ON PROPERTY IS NEEDED, PROVIDE THE FOLLOWING INFORMATION:

TYPE OF IMPROVEMENT

_____ Addition	_____ Garage	_____ Barn
_____ Alteration	_____ Storage Shed	_____ Deck
_____ Repair/Replacement	_____ Pool	_____ Sign
_____ Other, please specify _____	Commercial tenant fit-up _____	

DESCRIPTION OF IMPROVEMENTS:

COST OF IMPROVEMENTS:

Building _____
Electrical _____ Provide separate application completed by a Master Electrician
Plumbing _____ Provide separate application completed by a Master Plumber
Mechanical (Heating/A/C) _____ Provide separate application completed by HVAC Cont.
Sprinkler/Fire Alarm System _____ Submit separate application to the Maine State Fire Marshal's Office

Total Cost of Improvement: _____

CONSTRUCTION PLANS

Provide detailed scaled drawings of all proposed work along with floor plans of all levels with dimensions and room/area description/layout.

SITE OR PLOT PLAN

Please attach scaled drawings of a site or plot plan showing the actual dimensions of the project and indicate all setbacks. (Refer to attached Zoning Table for setback requirements.)

INFRASTRUCTURE

Any project that disturbs one acre or greater must obtain a Maine Construction General Permit from the Maine Department of Environmental Protection prior to commencement of work.

I hereby certify that I have read and examined this application and know the same to be true and correct. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating demolition or the performance of demolition.

No substantive change(s) in the project scope and accompanying plans will be made without approval of the Building Inspector.

I owner/applicant hereby agree to comply with all statutes, ordinances, codes, regulations and rules as they pertain to the exercising of this permit.

I owner/applicant hereby give permission for the Building Inspector and/or other Town employees to enter onto the property at reasonable times for purposes of assuring compliance with any permits and approvals pertaining to this permit and/or plans.

I owner/applicant understand that this application must be reviewed by the Code Enforcement Officer and may require Planning Board Approval. I may not start construction until the Building Permit is signed by the Code Enforcement Officer or occupy the space until a Certificate of Occupancy has been issued.

Signature of Contractor or Authorized Agent/Tenant Date

Signature of Property Owner Date

Please Note:

This permit becomes null and void if work or demolition authorized has not commenced within 180 days.

This permit is not assignable or transferable.

APPROVED _____
Richard Gouzie
City of Westbrook
Code Enforcement Officer