

City of Westbrook

CODE ENFORCEMENT DEPARTMENT



2 York Street Westbrook, Maine 04092 (207) 854-0638 (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

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.

CITY OF WESTBROOK

2 York St. Westbrook, ME 04092

phone: (207) 854-0638 fax: 1 866 559-0642

Applicant Name, Address and Telephone:		Owner Name, Address and Telephone:	
Site Location:			
Length and Width of Proposed Structure Length Width		Tax Assessor's Map and Lot Map Lot	
Square Footage of Lot		Approximate Cost of Work	
Builder:	Are You Located in A FloodPlain? Yes or No		
Excavator:	Are you Located in A Shoreland Zone? Yes or No		
Plumber:			
Electrician:			
Project Description:			

Setback requirements are the responsibility of the Contractor and the Owner.

Separate permits are required for plumbing, electrical and heating installation (oil, gas and woodstove).

No building hereafter erected shall be occupied or used, in whole or in part, until a certificate of occupancy has been issued by the building inspector certifying that such building conforms to the provisions of the City's adopted ordinance,

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 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.

Signature of Applicant:	Date:
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Signature of Code Enf. Officer:	Date:
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