



City of Westbrook

BUILDING PERMIT REQUIREMENTS

2 York Street

Westbrook, Maine 04092

(207) 854-0638

Fax: 866-559-0642

1. Building Permit Application

2. Detailed Construction Plans

A. Commercial Application Plans

- i. (1) full size set of plans & 1 11x17 set of plans

B. Residential Application Plans

- i. (1) 11 x 17 set of plans

C. Elevations

showing the side view of the building from each side. Label each elevation.

D. 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.

- A. 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

- 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 plans with Fire Marshall's approval.

- B. **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.