

**TOWN of WATERBORO: Permit Application Requirements, not all may be applicable to you.**

- 1: No building permit shall be issued except to the property owner or his/her authorized agent. Such authorization shall be in writing.
- 2: A copy of the recorded deed showing proof of ownership. Purchase and Sales agreement is acceptable.
- 3: Driveway entrance permit issued by the Director of Public Works, required before a building permit can be issued. Maine DOT entrance permit may also be required.
- 4: Residential plans shall be drawn to scale and include, but not limited to, building elevations, floor layout, door and window locations along with sizes, foundation plan. The plans shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the building codes. Residential plans shall be to ¼" scale on minimum 11" x 17" paper, two copies are required.
- 5: Commercial plans shall be drawn to scale and include, but not limited to, building elevations, floor layout, door and window locations along with sizes, foundation plan, mechanical, HVAC, sprinkler system and alarm system. The plans shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the building codes. Commercial plans shall be to ¼" scale two copies. Commercial plans may require *Maine Fire Marshal approval* and a State of Maine electrical permit.
- 6: Site plans shall include location and size of all existing structures, location and size of all proposed structures, distance, in feet, from all property lines, erosion control plan if located in Shore Land, distance from high watermark of any water body. **New residential foundations shall require certification by a licensed Maine surveyor, that the foundation meets required district setbacks. The certification is required prior to backfilling of foundation. Correct information and ensuring ALL set-backs are met is the property owners responsibility.**
- 7: Electrical installation may require inspection or certification, per *M.R.S. Title 32, Chapter 17/1105*.
- 8: Flood Plain Elevation Certificate, if applicable.
- 9: **E911 number affixed to a surface that is clearly visible from the road.** Waterboro E911 Addressing Officer will assign such a number based on State of Maine guidelines.
- 10: Satisfactory potable water test required before a *Certificate of Occupancy* can be issued.
- 11: Shore Land Development Permit required if the proposed development is within 100 ft. of the high water mark of any water body.
- 12: Shore Land development that includes movement/excavation of dirt requires the party performing the work to be Certified in *Erosion & Sedimentation Control Practice*. Certification number and name required.

**FINAL INSPECTION REQUIRED PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY OR USE.**

**OCCUPANCY PROHIBITED PRIOR TO FINAL INSPECTION.**

I, \_\_\_\_\_ the property owner or agent, have read the information above and agree to comply  
(Print name legibly)  
to the requirements so noted.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Agent Signature



**WATERBORO BUILDING PERMIT APPLICATION  
BUILDING & INSPECTIONS OFFICE**

24 Town House Road  
East Waterboro, ME 04030  
247-6166 ext. 120

RECEIVED DATE
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**PLEASE PRINT ALL INFORMATION CLEARLY**

Property Owner \_\_\_\_\_ Phone No.(H) \_\_\_\_\_ (C) \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Application date \_\_\_\_\_

Applicant Name (if different then owner) \_\_\_\_\_ Company Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone No.(H) \_\_\_\_\_ (C) \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Location of Project \_\_\_\_\_ Map/Lot \_\_\_\_\_ District Zone \_\_\_\_\_

Type of permit requested: ( ) new structure ( ) remodeling/renovating ( ) residential ( ) commercial  
( ) other \_\_\_\_\_

Square footage of all existing buildings \_\_\_\_\_ Present lot coverage ( % or sq. ft. ) \_\_\_\_\_

Present uses on the property \_\_\_\_\_

Present dwellings units \_\_\_\_\_ Total acres of the lot \_\_\_\_\_

Number of bathrooms : present \_\_\_\_\_ proposed \_\_\_\_\_

Number of bedrooms: present \_\_\_\_\_ proposed \_\_\_\_\_

} project construction value  
\$ \_\_\_\_\_

**Actual setbacks** : front yard \_\_\_\_\_ side yard \_\_\_\_\_ rear yard \_\_\_\_\_

Special Zones—check all that apply: ( ) shore land ( ) floodplain ( ) wellhead protection ( )

Name of sub-division if applicable \_\_\_\_\_ Seasonal? ( ) yes or ( ) no

**CORRECT INFORMATION AND ENSURING ALL SET-BACKS ARE MET IS THE PROPERTY OWNERS RESPONSIBILITY.**

Description of work / detailed and scaled drawings required. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If the project is within the shore land district, you must supply *Erosion Control Certification Number and the following;***

Contractor Name \_\_\_\_\_ Certification # \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

**FEEES WILL BE DOUBLED IF WORK BEGINS WITHOUT A BUILDING PERMIT**

I, the undersigned, have read and understand this application and certify that the information I have entered is accurate.

\_\_\_\_\_  
Name of property owner

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Name of applicant (if different than owner)

\_\_\_\_\_  
Signature of applicant

**OFFICE USE**

**Required setbacks:** front yard \_\_\_\_\_ side \_\_\_\_\_ rear \_\_\_\_\_

PERMIT NUMBER

USE CLASSIFICATION

Growth Permit Fee----- \$ Suspended

Building Permit Fee ----- \$ \_\_\_\_\_

Internal Plumbing Fee----- \$ \_\_\_\_\_

SSWD Fee----- \$ \_\_\_\_\_

D.E.P. Fee----- \$ \_\_\_\_\_

Other Fees----- \$ \_\_\_\_\_

**TOTAL DUE**----- \$ \_\_\_\_\_

Residential construction: \$5.00 per \$1,000 (\$50.00 min.) Commercial construction: \$7.00 per \$1,000 (\$150.00 min.)  
*Other applications and fees may be applicable*

Remarks permit conditions, pre-inspection findings:

**Action by: ( ) Planning Board ( ) Zoning Board of Appeals ( ) Not Applicable**

( ) approved ( ) denied

Date \_\_\_\_\_

Glenn Charette, CEO, BI, LPI

If denied, see attached explanation.



## Contractor Information

Needed for all Building Permits - and -

### **Required for Certificate of Occupancy/Use**

Separate permits may apply! Please write/type/print legibly.

1. Building Contractor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/Town/Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_
2. Plumbing Contractor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/Town/Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ License #: \_\_\_\_\_
3. Heating Contractor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/Town/Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ License #: \_\_\_\_\_
4. Electrical Contractor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/Town/Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ License #: \_\_\_\_\_
5. Masonry Contractor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/Town/Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_
6. Site/Septic Contractor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/Town/Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_
7. Insulating/Ventilating Contractor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/Town/Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_
8. Well Driller: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/Town/Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_
9. Foundation Contractor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/Town/Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_



## TOWN of WATERBORO

### OFFICE OF CODE ENFORCEMENT & BUILDING INSPECTIONS

24 Townhouse Rd., East Waterboro, ME 04030

207-247-6166 Ext. 120

[ceo@waterboro-me.gov](mailto:ceo@waterboro-me.gov)

The following is provided for your reference during the building process . . . . .

### ***Waterboro requires the following inspections:***

(Not necessarily in the following order and there may be additional ones required by code – it will depend on what you are constructing. . . . .)

- Erosion/Sedimentation control preparation
- Footings prior to pouring concrete, soils, drainage and backfill material
- Foundation prior to pouring concrete
- Foundation prior to backfill AND *new foundations* require set-back certification prior to backfill effective 12/27/2016
- Concrete slabs on grade prior to pouring concrete
- Masonry chimney @ each floor penetration.
- Structure frame
- Structure insulation, foundation insulation prior to covering
- Plumbing rough in, and completed plumbing system
- Ventilation prior to covering
- SSWD - bottom of bed, stone and pipe, tank, final
- Satisfactory potable water test
- Final inspecting for Certificate of Occupancy
- HVAC
- Fire Sprinkler system - if required
- Fire resistance rated construction
- Floodplain elevation - if applicable

Rev. 03/2018