

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 components of the structure, INCLUDING roof overhangs must meet setback requirements of the district zone.**
- 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

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 # _____

FEES 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 (\$75.00 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.

Site Plan

Please **include**: Lot lines; Areas to be cleared of trees and other vegetation; the exact position of proposed structures, including decks, porches, out buildings with accurate setback distances from the shoreline, side and rear property lines; the location of proposed wells, septic systems, and driveways; and areas and amounts to be filled or graded. If the physical proposal is for the expansion of an existing structure, please distinguish between the existing structure and the proposed expansion.

Scale: _____ = _____ FT.

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

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

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