



Town of Berwick

11 Sullivan Street, Berwick, Maine 03901
Phone: (207) 698-1101 Fax: (207) 698-5181
Website: www.berwickmaine.org

APPLICATION: BUILDING PERMIT

PERMIT NUMBER 2016-_____ DATE _____ MAP _____ LOT _____ ZONE _____

Joseph Rousselle, Code Enforcement Officer
Office Hours: Wednesday – Thursday, 8:00 am to 12:30 pm
Inspection Hours: Wednesday – Thursday, 12:30 pm to 4:00 pm
Inspections can be scheduled by calling Joseph Rousselle at (207) 698-1101, ext. 122 with 24-hour advance notice

**All permit applications must be complete and accompanied by a *Non-Refundable* payment for Building Permit Fees.
No permits shall be issued the day an application is submitted.
A permit for a new driveway onto a Town or State road shall be submitted with this application.**

1. **Owner of Record:** _____
Mailing Address: _____
Telephone: _____ Fax: _____

2. **Applicant (if other than owner):** _____
Mailing Address: _____
Telephone: _____ Fax: _____

3. Project Location: _____

4. Map _____ Lot _____

5. Zoning District: ___ R-1 ___ R-2 ___ R-3 ___ C/I ___ RC/I ___ S ___ AP ___ SC/I ___ RP
___ Shoreland ___ Resource Protection ___ Flood Hazard ___ Aquifer Protection

6. Type of permit requested:
___ Residential ___ Commercial ___ Other

Check all that apply:

___ New Structure ___ Addition to Structure ___ Alteration to Structure ___ Demolition
___ Move a Structure ___ Swimming Pool ___ Sign ___ Septic
___ Public Water ___ Public Sewer ___ Well ___ Other (Describe) _____

7. Complete Description of Project:

8. Dimensions of Lot: Width _____ Depth _____ Area _____ Frontage _____
 Name of Street on which lot has frontage: _____ / ___Public ___Private
9. **Value of Work:** (Provide Estimate; To be verified by the Code Enforcement Officer)
10. **Total Gross Floor Area** of New Structure or Additions: (Include attic space with a height of 7 feet or more between floor and ceiling or rafter): _____Sq. Ft. (To be verified by the Code Enforcement Officer)
11. Will the work require new or relocated internal plumbing? ___Yes ___No
12. Will the work add bedroom(s) to the structure? ___Yes ___No
13. Was this lot split off from another lot within the last 5 years? ___Yes ___No
14. Has any part of this lot been split off within the last 5 years? ___Yes ___No
15. Is the property part of a recorded subdivision? ___Yes ___No
 If yes, please provide the name of the subdivision: _____
16. Name of General Contractor: _____
 Mailing Address: _____
 Telephone: _____
17. Is there more than one use on the property? ___Yes ___No
 If yes, please describe: _____
18. Are there any Deed restrictions on the property? ___Yes (If yes, please attach a copy) ___No

19. Will you disturb (clear and grub) one or more acres of land as part of this project?

___ Yes ___ No

(If yes, you will need to apply for either the Maine Construction General Permit, or a Permit by Rule from Maine DEP and provide a copy of the application)

NOTE TO APPLICANT - PLEASE READ and SIGN BELOW

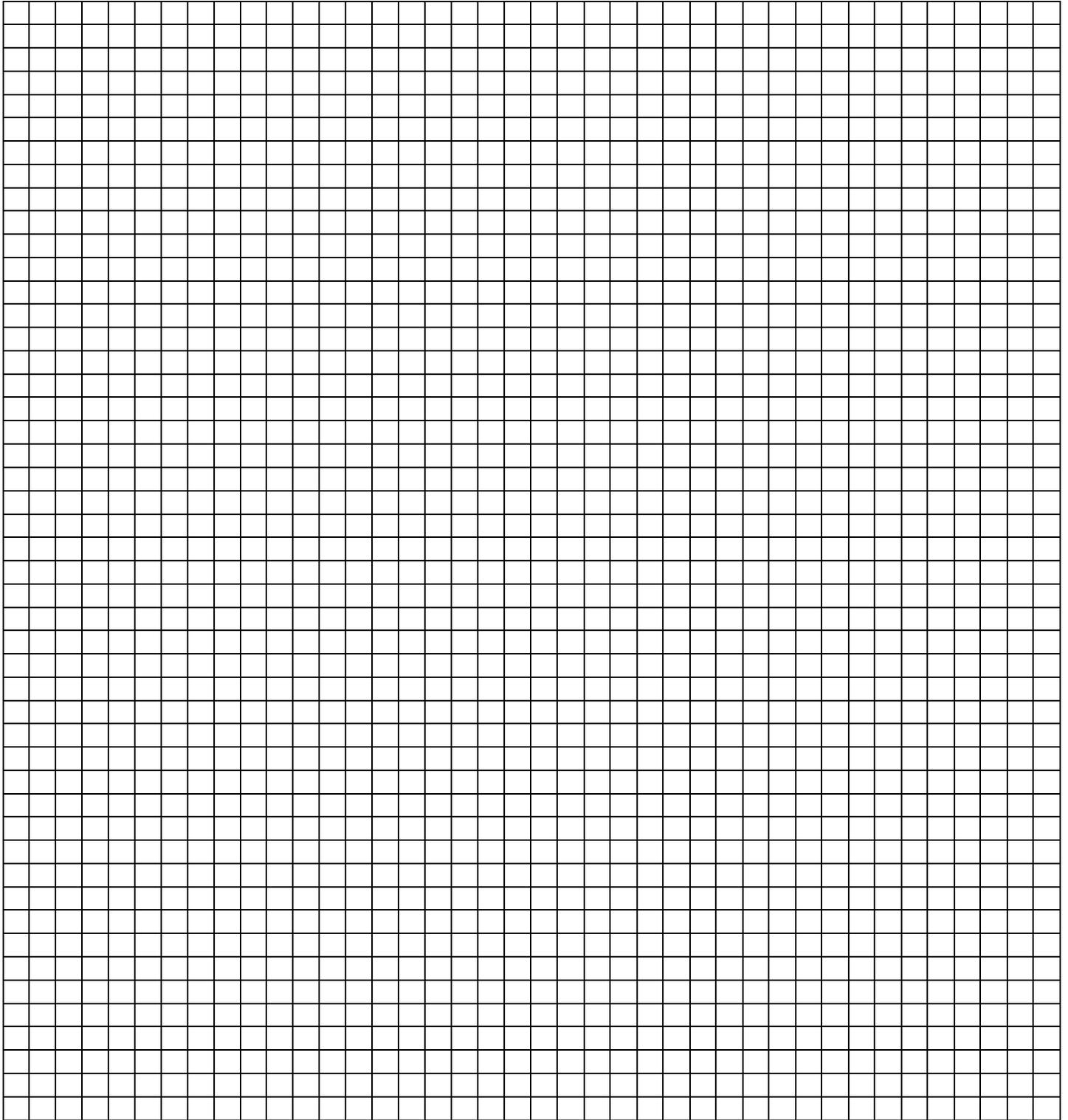
By signing below I agree:

- 1) Building Permit will expire after 12 months if the foundation is not installed, unless weather conditions prevent construction.
- 2) The Front Yard Setback is from the property line, not the edge of the pavement or gravel.
- 3) I will notify the Code Enforcement Officer of any changes in any information, plans or project specifications.
- 4) I will call for all required inspections indicated on the permit *at least 24 hours in advance*.
- 5) I will obtain a Certificate of Occupancy from the Code Enforcement Officer **prior to occupying the structure or property, or establishing a new use.**
- 6) I will abide by the existing ordinances of the Town of Berwick, and the laws and regulations of the State of Maine which authorize the issuance of this permit.
- 7) The Code Enforcement Officer may require a Foundation Certification.

 Signature of Applicant

 Date

Use this grid or a separate sheet of paper to prepare a site plan showing property lines and the location of existing and proposed structures, parking areas, driveways, and water bodies or wetlands.



STREET

REQUIRED MATERIALS FOR A BUILDING PERMIT

1. _____ Completed Application
2. _____ Plot Plan attached
3. _____ Deed attached
4. _____ Permit for Subsurface Wastewater Disposal System – 3 copies (if needed)
5. _____ Building Plans
6. _____ Driveway or Culvert Permit from Town or State

REQUIRED INSPECTIONS

1. _____ Setback Distances from Property Lines to Foundation (at Owner's request)
2. _____ Foundation, Ties plugged, Waterproof applied, Foundation Drainage (required)
Before Backing Filling Foundation
3. _____ Framing before Insulation and Sheet Rock
4. _____ Rough Plumbing with Pressure Test
5. _____ Final Inspection for Occupancy Permit (***Before occupying structure***)

APPROVAL OR DENIAL OF APPLICATION: Map _____ Lot _____
(For Office Use Only)

THIS APPLICATION IS: _____ APPROVED _____ DENIED

IF *DENIED*, REASON FOR DENIAL:

IF *APPROVED*, THE FOLLOWING CONDITIONS ARE PRESCRIBED:

NOTE: IN APPROVING A SHORELAND ZONING PERMIT, THE PROPOSED USE SHALL COMPLY WITH THE PURPOSES AND REQUIREMENTS OF THE SHORELAND ZONING ORDINANCE FOR THE TOWN OF BERWICK.

CODE ENFORCEMENT OFFICER

DATE

PERMIT #: _____

FEE AMOUNT: \$ _____

TOWN OF BERWICK
COST RECOVERY FEE SCHEDULE
Building Permit Fees are Non-Refundable

RESIDENTIAL: SINGLE FAMILY

\$55.00 plus \$.55 per Sq. Ft. of finished living space
\$27.50 plus \$.28 per Sq. Ft. of unfinished living space
\$55.00 plus \$.22 per Sq. Ft. of garage, sheds and outbuildings

DECKS – PORCHES – ROOM ADDITIONS

\$.28 per Sq. Ft.

SWIMMING POOLS: ABOVE & IN-GROUND

\$55.00 flat fee for above-ground pool
\$220.00 flat fee for in-ground pool

TWO & MULTI-FAMILY DWELLINGS

\$55.00 plus \$.71 per Sq. Ft.

AFTER-THE-FACT

Double the Established Fee

COMMERCIAL, RETAIL, LIGHT & LARGE INDUSTRIAL, AND MANUFACTURING

\$16.50 plus \$.22 per Sq. Ft.

COMMUNICATION TOWERS

\$11.00 per \$1,000.00 of Construction Costs

RENOVATIONS

\$11.00 per \$1,000.00 of Construction Costs

ALL OTHER LAND USE PERMITS

\$25.00

DATE: _____

NAME: _____

LAND USE PERMIT #: _____

SEPTIC SYSTEM PERMIT #: _____

Internal Plumbing Permit #: _____

LAND USE FEE: \$ _____

SEPTIC SYSTEM PERMIT FEE: \$ _____

TOTAL FEES: \$ _____