



Permitting and Inspections Department

Policy on Requirements for Stamped or Sealed Drawings

****Please note: This policy will take effect on April 1, 2019. All applications submitted after that date shall comply with the following requirements. ****

In order to safeguard life, health and property and to streamline the plan review process, the Permitting and Inspections Department has established this policy, enacting requirements for stamped or sealed drawings for construction projects within the Town of Berwick.

Due to the increase in construction activity in the Town as well as growing number of projects involving the redevelopment of existing buildings, noncompliant structures and innovative business models that do not easily fit into the standards of the zoning ordinance or building code, the plan review process has become more complex and time consuming. The complexity of construction projects and the need to understand and comply with multi-faceted codes, necessitates a licensed design professional be involved in the preparation of plans, in order to provide the appropriate code information and allow for plan reviews to be conducted in a timely manner.

Stamped or sealed drawings, when required, shall be prepared, signed and dated by an architect, professional engineer or certified interior designer (as appropriate, per the scope of work of the project) duly authorized and licensed to practice in the state of Maine. The following types of construction projects will require drawings to be prepared and stamped or sealed by an architect, certified interior designer and/or engineer, prior to the issuance of a building permit:

- All new commercial buildings, regardless of occupancy type or size.
- All new residential buildings
- Any alteration or addition to an existing commercial or residential (other than one- or- two family dwellings) structure in which any of the following circumstances occur:
 - Change of occupancy as defined in the 2015 International Building Code
 - Major mechanical, plumbing or electrical changes or additions
 - Structural additions or alterations that could potentially affect any components of the structural system or safety of the building or its occupants (including new walls or partitions or alteration that could affect egress)
 - Involves a structure or tenant space greater than 1,000 square feet.
 - Any project deemed by the Town of Berwick Permitting and Inspections department to require a licensed design professional.