



Building Permit Checklist- Please Read Carefully

Keep this form for your own use

It may be necessary to include the following items with your building permit application. All work must be completed to comply with the International Residential Code 2015, International Building Code 2015, and State of Maine regulations.

1. Site Plan

A site plan is required for ALL new structures or additions. It must show all setbacks from rights of way, property lines, bodies of water, wetlands etc. The owner/applicant must sign the site plan.

2. Building Plans

For houses and larger structures, plans are required. For most other projects, a cross-section drawing is adequate. Pools are exempt from this requirement.

3. Maine Energy Code Certification or Engineering Stamp

4. Estimated Cost

A total estimated cost must be included on the application.

5. Hookup Fees

If tying into Town water/sewer, hookup fees must be paid BEFORE the issuance of a building permit. \$1,000 per hookup.

6. Plumbing Permits

Permit fees must be paid in full when the application is submitted.

7. Permit Fees

Permit fees must be paid in full when the application is submitted.

8. Inspections

9. If you are not sure what inspections will be required, please ask the building inspector beginning the project. All inspections require 24 hours notice.

10. Impact Fees

Will be assessed at the issuance of the building permit and collected at the issuance of the Building Permit.

All projects require a final inspection and Certificate of Occupancy. It is up to you to arrange for this inspection, when the project is complete.