

PERMIT # _____

Date Issued _____

Fee _____ Ck# _____

Map/Lot _____ Property Location _____ Date Received _____

APPLICATION for BUILDING PERMIT
Town of Lebanon – Code Enforcement Office
207-457-6082 lebanoncode@lebanonmaine.org



BP

| | |
|--------------------------|-------------------------------|
| Owner Information | Contractor Information |
| Name: _____ | Name _____ |
| Address _____ | Address _____ |
| _____ | _____ |
| Phone _____ Email _____ | Phone _____ Email _____ |

Project Information (circle all that apply)

Residential Commercial Single Family Garage Addition Renovation Demolition Shed Deck Other

Description _____

Present Use _____ Proposed Use _____

Project Cost \$ _____ Square Feet _____ If Subdivision Name _____ Date Appr. _____

| | |
|--|--|
| Required Lot Setbacks | Proposed Lot Setbacks |
| Front <u>50'</u> Side <u>25'</u> Rear <u>50'</u> | Front _____ Side _____ Rear _____ |
| Street Frontage <u>200'</u> Shoreland _____ | Street Frontage _____ Shoreland _____ |
| Other Permits/Approvals Required | |
| <input type="checkbox"/> Shoreland <input type="checkbox"/> DEP <input type="checkbox"/> Driveway <input type="checkbox"/> Planning Bd <input type="checkbox"/> Fire Marshal <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Sub Surface Waste Disposal HHE-200 (3 copies) <input type="checkbox"/> Other: _____ | |
| (Must be submitted prior before a building permit will be issued) | |

Periodic Inspections are required. All inspections are subject to the availability of the Code Enforcement Officer. Failure to schedule appropriate inspections may result in an immediate Stop Work order being placed on the project as well as possible fines. Please be aware that there may be other requirements, approvals, or conditions that may apply to this project. The issuance of this permit does not supersede those requirements. **PROPERTY/WORKSITE MUST BE CLEARLY MARKED FOR CEO TO FIND**

On this date _____, I _____ have read and understand the above statement as well as paid for my completed building permit application.

Applicant's Signature _____

| | | |
|------------------------------------|----------------|--------------|
| Building Permit | Approved _____ | Denied _____ |
| Remarks/Comments/Conditions: _____ | | |
| _____ | | |
| CEO Signature _____ | Date _____ | |

Plan Submittal Checklist

Additional Submittal Requirements for Single Family Dwelling Building Applications

- _____ Sewer or Septic Application (**3** copies of Sub Surface Waste Disposal HHE-200)
- _____ Driveway Permit - approved by State or Road Commissioner
- _____ DEP Maine Construction General Permit (MCGP) (required if total land disturbance exceeds 1 acre)
- _____ Shoreland Zoning Permit Application (if applicable)

Complete scalable plan sets are required for any building project and must contain the following information (if applicable to the project). Incomplete sets will not be reviewed.

Site plan containing the following:

- Distance of all building setbacks measured perpendicular to property lines
- Location of septic tank and leach field (if applicable)
- Location of water supply/well
- Driveway location
- Easements, rights of ways, water courses and areas restricted by covenant
- Area of lot

Foundation, Floor and Roof plans containing the following

- Overall building dimensions
- Room use (name) and size
- Windows and doors including swings and sizes
- Stairs showing direction of travel and dimensions
- Plumbing fixtures, appliances and fireplace(s)
- Direction and sizes of floor, ceiling, roof, beams and header structural members
- A Maine licensed engineer approval is required for all structural steel, lvl's, trusses, manufactured framing material etc., used in the building construction
- Radon vent location

Building Cross Section containing the following:

- Section through building showing foundation, floors, ceilings, wall and roof assemblies
- Show and label all construction materials
- Indicate floor to ceiling heights of rooms including basement and attic
- Section through stairs showing headroom, treads and risers including dimensions

Building Elevation plan containing the following:

- Show each side of building
- Proposed grade at each corner of the building extended out to 20'
- Dimension to the max height of the building from the average finished grade within 20' of the building
- Energy Efficiency (*New buildings and Additions only*)
- Demonstrate compliance with chapter 11 of the building code

Date complete plan set received _____

This date does not reflect a plan review, only that the set contains the plans required for a review. A complete set of plans must be made available to the Building Inspector at the site during inspections.

Inspections

Primary inspections

_____ **Footing/Rebar** (after forms are installed, prior to footings being poured to determine ground suitability)

_____ **Foundation** (after forms are removed, dam proof, drains, silt protection in place and before backfilling)

_____ **Sub Floor Plumbing**

_____ **Rough in** (which includes the following)

_____ **Framing**

_____ **Electrical**

_____ **Plumbing**

_____ **Insulation**

_____ **Final** (Only to be done when project is completely finished, occupancy permit application is completed & house numbers are in place either on home/structure or by the road on a post or mail box)

Additional possible inspections

_____ **Erosion and sedimentation control**

_____ **Septic** (scarification)

_____ **Septic** (leech bed)

_____ **Electrical Service** (Temporary and/or Permanent)

Notes:

The Building Inspector will indicate all required inspections for the project and may require additional inspections not specifically listed (see notes for any additional inspections). The applicant will receive a copy of this form when the permit is issued and should contact this office at least 48 hours prior to needing each inspection on this list.

Permit Fee must be Paid and Permit Card must be received and displayed in a prominent location on property before work may begin.

Town of Lebanon Code Enforcement



I _____ hereby attest that all the measurements stated on this site plan are accurate and are in conformance with the Lebanon Town Ordinance. Furthermore, I understand that ANY variance from these measurements that encroaches upon the minimum setback requirements as set forth in the Lebanon Town Ordinance will be corrected through the direction of the Code Enforcement Officer. In addition, I also agree to pay, in full, ALL costs incurred by the Town of Lebanon to bring into conformance any violation that this structure may create.

ALL permits are subject to appeal or revocation for thirty (30) days after issuance.

Commencement of work within the thirty (30) day period shall be at risk of the permit holder.

Signed: _____

Date: _____

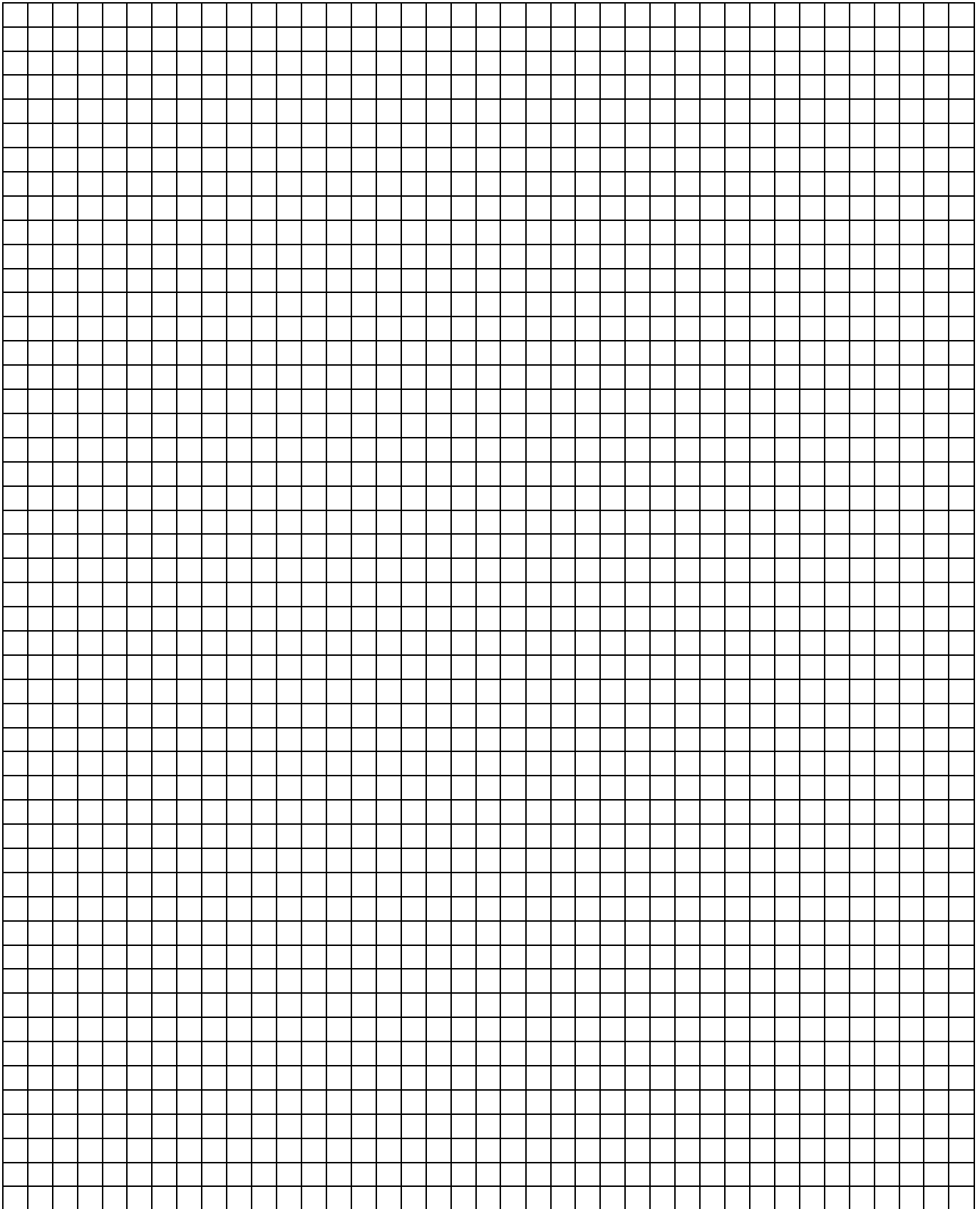
Printed Name: _____

Witness Signature: _____

Date: _____

Witness Printed: _____

Site Plan



Town of Lebanon, Maine

Building Permit # _____ Map/Lot _____

Address: _____

Property Owner: _____

Mailing Address: _____

Phone Number(s): _____

Email: _____

Name of Applicant: _____

Mailing Address: _____

Phone Number(s): _____

Email: _____

Type of Construction: *(Please Check one)*

- House Garage Shed Other

Please Describe: _____

Signatures of the following are required before certificate can be issued:

I certify that I have done all the work in my area of responsibility in accordance with all applicable codes.

General Contractor: _____ Date _____

Builder: _____ Date _____

License # _____

Electrician: _____ Date _____

License # _____

Plumber: _____ Date _____

License # _____

Heating: _____ Date _____

License # _____

Mason: _____ Date _____

Signature of Applicant _____ Date _____

Signature of CEO _____ Date _____

Application for Certificate of Occupancy

Limits of Code Enforcement authority;

Requests for opinions from the Code Enforcement Office and common misconceptions

This office receives requests that at times that the town has no authority or expertise to get involved with. For example:

- **Right of way** disputes between property owners are a civil matter between property owners. The town has no authority to become involved in determining where a right of way is, or who may be violating or encroaching upon a right of way.
- The town cannot determine where your **property lines** are. We are not engineers. We will not determine setbacks from property lines. It is the responsibility of the owner to determine property lines. That may require a survey. Tax maps are for tax purposes only and cannot be used to determine ownership or boundary lines.
- The town does not **design buildings** to meet current building codes. We can assist you in finding answers to specific building code questions. We are not design engineers. We review applications and plans and perform inspections to ensure buildings are constructed based upon the building plans.
- If there is a question about **wetlands** and associated setbacks from the edge of wetlands. A soil scientist may be required to determine the edge of the wetlands.
- The town will not advise people of their legal rights or answer **legal questions**.
- The town will not perform **private building inspections** for the sale of properties. There are private building inspectors who are licensed and insured to do these types of inspections. The town performs building inspections on new construction based upon active building permits.
- The code enforcement officer reviews applications, performs inspections based upon permits issued, assists in finding information for applications. If professional services are required to gain more detailed information for an application it is up to the applicant to hire professionals to show they can meet the requirements of the zoning ordinance and current building codes.
- Often times the code enforcement office can assist in pointing you to the type of professional required to assist an applicant in getting the information required to submit an application. Please don't hesitate to ask for help, but please be understanding of the limits of our authority.

Demolition Information

If all required information is not included with the application submitted, the permit may be denied at the discretion of the Code Enforcement Office. Additional information may be requested in order to approve this permit.

Cost of Permit: A \$50.00, non-refundable fee to review the application must be paid prior to the issuance of a permit.

- **Owners Signature is required, or a letter of Authorization from the owner allowing applicant to act or their behalf.**
- **Demolition Permits: Taxes must be paid and documented from the Town Office.**
- **Debris materials & dust control: “Best Management Practices” shall be used, such as fencing & watering the site down is the applicant’s responsibility.**
- **It is the applicant’s responsibility to coordinate Dig Safe, Sewer District and Water District if applicable.**
- **Asbestos Removal (if applicable): If you have any questions on asbestos, or state and Federal asbestos regulations, please call the DEP’s Lead & Asbestos Hazard Prevention Program at (207) 287-2651.**
- **DEP Form D must be completed and returned with this application if required.**
- **An up-to-date list of DEP-licensed asbestos contractors and consultants is available by calling (207) 287-2651 or on the internet at www.maine.gov.**

Demolition materials shall be disposed of in compliance with applicable laws and rules of the State of Maine and the Town of Lebanon. Debris material shall be removed from the property within 30 days or covered and staked down as to not create any injury or damage to persons, adjoining properties or public rights of way.

Submitting an application for permit does not authorize the applicant to begin work until the issued Permit is validated by it being signed for and paid in full, by the applicant. We will contact you by phone when the permit is ready.