



**TOWN of SABATTUS**

CODES ENFORCEMENT OFFICE

190 Middle Road • Sabattus, Maine 04280

Phone: (207) 375-4331 • Fax: (207) 375-4104

**It is the responsibility of the owner and builder to design and construct the project in compliance with the code.**

**INCOMPLETE /INACCURATE APPLICATIONS OR APPLICATIONS IN PENCIL WILL NOT BE ACCEPTED**

**You must complete a separate form for each proposed structure**

IS THIS PROPERTY IN AN APPROVED SUBDIVISION? YES \_\_\_ NO \_\_\_ SUBDIVISION NAME \_\_\_\_\_

WAS THIS LOT CREATED IN THE LAST 5 YRS YES \_\_\_ NO \_\_\_

WILL YOUR PROJECT DISTURB ONE OR MORE ACRES OF LAND? YES \_\_\_ NO \_\_\_

**SHORELAND ZONING PERMIT**

IS THE PROPERTY OR PROPOSED CONSTRUCTION LOCATED WITHIN 100 FEET OF A WETLAND, STREAM, RIVER, BROOK OR POND? YES \_\_\_ NO \_\_\_

IS THE PROPERTY LOCATED IN THE PHASE II STORMWATER WATERSHED DISTRICT? YES \_\_\_ NO \_\_\_

**INFORMATION NEEDED FOR NEW BUILDINGS**

**PLUMBING PERMIT**

**SEPTIC SYSTEM DESIGN**

**SALES OR PROPERTY TAX RECEIPT \*\***

**DRIVEWAY PERMIT (SEE ROAD COMMISSIONER)**

**APPLICABLE CODES:**

2009 INTERNATIONAL BUILDING CODE

2009 INTERNATIONAL EXISTING BUILDING CODE

2009 INTERNATIONAL ENERGY & CONSERVATION CODE

ASHRAE STANDARDS 62.1, 62.2 & 90.1

ASTM E 1465-08

2009 UNIFORM PLUMBING CODE

NFPA 54, NFPA 1, NFPA 101, NFPA 96, NFPA 90A, NFPA 31,

NFPA 211, NFPA 30, NFPA 70

**PROJECT ADDRESS** \_\_\_\_\_

**OWNER** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CONTRACTOR** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PROJECT TYPE:** **NEW** **ADDITION** **ALTERATION**

**REPAIR** \_\_\_\_\_

**Use group:** \_\_\_\_\_ **Occupancy** \_\_\_\_\_

**Cost of proposed work \$** \_\_\_\_\_

**WORK DESCRIPTION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No property owner, agent, or representative of the owner may construct, alter, or change the use of any structure to become a public building without first obtaining from the Commissioner of Public Safety a permit therefor. A request for a permit shall be accompanied by a true copy, (an accurate representation by dimensioned plans and specifications of the final construction documents), of the plans and specifications for that construction, reconstruction, or change of use. The Commissioner shall issue a permit only if the plans comply with statutes and lawful regulations promulgated to reduce fire hazards.

The term "public building" shall include any building or structure constructed, operated or maintained for use by the general public, which shall include, but not be limited to, all buildings or portions of buildings used for a schoolhouse, hospital, convalescent home, nursing or boarding home to be licensed by the Department of Human Services, Division of Licensing and Certification; theater or other place of public assembly, mercantile occupancy over 3,000 square feet, hotel, motel, or business occupancy of two or more stories or any building to be state owned or operated.

State of Maine Laws for the Fire Service may be referenced at [Fire Service Laws](#)

**Construction Permits are required for public buildings**, whether it is new construction, renovation work affecting fire safety elements, or change of use. The construction permit will be required regardless of the project cost. This list of "public buildings" below is not all-inclusive. Please call (207 626-3880) if you are not certain whether or not your project will require a construction permit from the State.

- **Educational** Occupancies such as schools, and day care centers (more than 12 children).
- **Health Care** Occupancies such as hospitals, convalescent homes, nursing homes, ambulatory care centers, and board and care facilities.
- **Places of Assembly** such as auditoriums, bowling lanes, churches, conference rooms, courtrooms, dance halls, drinking establishments, exhibition halls, gymnasiums, libraries, theaters, passenger terminals, pool rooms, recreational, piers, restaurants, auction halls, and skating rinks.
- **Mercantile** Occupancies such as shopping centers, department stores, auction rooms, and supermarket.
  - Class A - 30,000 square feet plus, or 3 stories
  - Class B - 3,000 to 29,000 square feet, or 2 stories
- **Hotel, Motel, and Dormitory** Occupancies two or more stories; more than 16 accommodations.
- **Lodging or Rooming** Occupancies providing more than 3 but not more than 16 accommodations. (Accommodation means the sleeping area for one person. A double bed or larger would constitute more than one accommodation. A fold-out couch in a room of a condo for lease would constitute a sleeping room and two accommodations.)
- **Business** Occupancies one story of 3,000 square feet or more, or two or more stories; such as: city halls, college instructional buildings, courthouses, dentist offices, general offices, research laboratories, ambulatory outpatient clinics, and town offices.

For more information please contact Licensing and Inspections at 207-626-3880.

**NOTE:**

The municipal authority having jurisdiction to issue building permits may not issue a building permit unless the Office of the State Fire Marshal approves the plans and certifies that the public building meets the standards of construction required by this section.

**INCOMPLETE /INACCURATE APPLICATIONS WILL NOT BE ACCEPTED**

**ALL APPLICATIONS FOR A PERMIT SHALL BE ACCOMPANIED BY TWO COMPLETE SETS OF CONSTRUCTION DOCUMENTS SHOWING:**

**1. Construction drawings with specific dimension: archetectual: structural including a complete cross section of the building, foundation plan and detail, floor plan, elevations, framing plan and details, plumbing plans and specifications, truss designs, electrical and mechanical plans that meet the minimum requirements of the Maine Uniform Building and energy code and Maine State Plumbing Code. R106.1 Submittal documents**

**(Note)** Floor plans of every level of the building, including basement, (and parts that are not being renovated if this is an existing building) (when a part of a building is renovated or expanded, features of one section often affect other sections. It is the overall building that obtains the permit. Label the intended use of every room and space. We do not need to what exists before demolition or remodeling , but rather the intended final plan

**2. Plot plan showing the proposed building and any existing structures on site with all distances between structures and distances to property lines clearly marked out. If applicable: Delineation of flood hard area's, elevations of lowest floor including basement, elevation certificate prepared by a registered design professional before work on foundation can commence. R106.2 Site plan or plot plan**

**3. Specifications: specifications are written instructions discussing aspects of the construction that are not shown on the plans. Examples: window schedule, door schedule**

**4. All braced wall lines, shall be identified on the *construction documents* and all pertinent information including, but not limited to, bracing methods, location and length of braced wall panels, foundation requirements of braced wall panels at top and bottom shall be provided.**

**5. Documentation of the applicants right, title and or other legal interest in the property.**

**( Construction Documents in Pencil will not be accepted)**

**Construction Documents must show in detail that it will conform to the provisions of the Maine Uniform Building and Energy Code.**

hereby certify that I have read and examined this document and know the same to be true and correct . All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I further certify that I am the owner or the owner's authorized agent and that the proposed work is authorized by the owner. I understand that this application is not a permit to begin work and work shall not begin until the permit is issued by the building official, that I am responsible for calling for all required inspections, that work shall be accessible for inspection, that a final inspection, approval and Certificate of Occupancy is required prior to occupying this building. Fees are non-refundable. This permit application is only for the work described above. Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced.

PRINT NAME \_\_\_\_\_

\_\_\_\_\_  
PROPERTY OWNERS SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
AGENT'S SIGNATURE if applicable)

\_\_\_\_\_  
DATE

**SCHEDULED INSPECTION HOURS**

**MONDAY** 10:00 AM – 3:00 PM

**TUESDAY** 12:00 AM – 3:00 PM

**WEDNESDAY** 10:00 AM – 3:00 PM

**THURDAY** 10:00 AM – 3:00 PM

**FRIDAY** CEO may or may not be in, appointments are recommended

**FOR OFFICIAL USE ONLY**

**STEVE LEBRUN CEO**

APPLICATION RECEIVED ON: \_\_\_\_\_

MAP \_\_\_\_\_ LOT \_\_\_\_\_

APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

BUILDING PERMIT # \_\_\_\_\_ FEE \_\_\_\_\_

PENALTY FEE \_\_\_\_\_

## **REQUIRED BUILDING INSPECTIONS:**

This is a general list which may vary depending on the projects scope of work. It is the applicants responsibility to confirm and schedule inspections as required.

**NOTE: Please give as much advance notice when requesting inspections, We require a minimum of 24 hours notice. Work must be ready for inspection, INSPECTIONS WILL NOT BE CONDUCTED UNLESS THE BUILDING PERMIT IS POSTED CONSPICUOUSLY ON SITE,. INSPECTION WILL NOT BE CONDUCTED IF APPROVED CONSTRUCTIONS DOCUMENTS ARE NOT ON SITE.**

**110.3 Required inspections.** The *building official*, upon notification, shall make the inspections set forth in Sections 110.3.1 through 110.3.10.

**110.3.1 Footing and foundation inspection.** Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C 94, the concrete need not be on the job.

**110.3.2 Concrete slab and under-floor inspection.** Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.

**110.3.3 Lowest floor elevation.** In flood hazard areas, upon placement of the lowest floor, including the basement, and prior to further vertical construction, the elevation certification required in Section 1612.5 shall be submitted to the *building official*.

**110.3.4 Frame inspection.** Framing inspections shall be made after the roof deck or sheathing, all framing, *fireblocking* and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are *approved*.

**110.3.5 Lath and gypsum board inspection.** Lath and gypsum board inspections shall be made after lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or gypsum board joints and fasteners are taped and finished.

**Exception:** Gypsum board that is not part of a fire-resistance- rated assembly or a shear assembly

**110.3.6 Fire- and smoke-resistant penetrations.** Protection of joints and penetrations in fire-resistance-rated assemblies, *smoke barriers* and smoke partitions shall not be concealed from view until inspected and *approved*.

**110.3.7 Energy efficiency inspections.** Inspections shall be made to determine compliance with Chapter 13 and shall include, but not be limited to, inspections for: envelope insulation *R*- and *U*-values, fenestration *U*-value, duct system *R*-value, and HVAC and water-heating equipment efficiency

**110.3.8 Other inspections.** In addition to the inspections specified above, the *building official* is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws that are enforced by the department of building safety.

**110.3.10 Final inspection.** The final inspection shall be made after all work required by the building *permit* is completed

**110.5 Inspection requests.** It shall be the duty of the holder of the building *permit* or their duly authorized agent to notify the *building official* when work is ready for inspection. It shall be the duty of the *permit* holder to provide access to and means for inspections of such work that are required by this code.

**110.6 Approval required.** Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the *building official*. The *building official*, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or notify the *permit* holder or his or her agent wherein the same fails to comply with this code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the *building official*.

## **SECTION 111 CERTIFICATE OF OCCUPANCY**

**111.1 Use and occupancy.** No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made, until the *building official* has issued a certificate of occupancy therefore as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction.

This is to certify that I have been informed of the required inspections and that is my duty as the permit holder to notify the building official that such work is ready for inspection. I am also aware that work shall not be done beyond the point indicated in each successive inspection without obtaining the approval of the building official. If I fail to comply, I am aware that it is a violation of the State Law and that I can be fined for not notifying and not complying with these requirements.

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**DATE** \_\_\_\_\_