



BUILDING PERMIT CHECKLIST

401 Webbs Mills Rd, Raymond, ME 04071 207-655-4742 x 161

Project Usage:

- ☐ Residential
- ☐ Commercial
- ☐ Other

Project Type:

- ☐ New Construction
- ☐ Addition
- ☐ Alteration
- ☐ Repair
- ☐ Relocation
- ☐ Demolition

Document Requirements:

- ☐ Building Permit Application (Attached)
- ☐ Energy Compliance Certificate (Attached)
- ☐ Driveway Entrance Permit
- ☐ HHE200 (3 copies) – Subsurface Disposal System
- ☐ HHE211 – Internal Plumbing Permit (Eventually)
- ☐ Electrical Permit (Eventually)
- ☐ Plot Plan showing:
 - ☐ Existing Buildings/Structures
 - ☐ Setbacks (ACTUAL measurements),
 - ☐ Septic Area
 - ☐ Floodplain
 - ☐ Percentage of Impervious Lot Coverage
- ☐ Cross Section/Design
- ☐ Floor Plan showing use of each room and egress
- ☐ Dig Safe Number (1-888-344-7233)

Shoreland Zoning Requirements:

- ☐ Shoreland Zoning Acknowledgement Form (Attached)
- ☐ Shoreland Zoning and Soil Disturbance Permit
- ☐ Tree Removal Permit
- ☐ Erosion Control Plan
- ☐ Permitting from Portland Water District
- ☐ Expansion
- ☐ Outside 100' high water mark
- ☐ Inside 100' high water mark
- ☐ Distance from high water mark _____
- ☐ 30% Expansion Worksheet
- ☐ Starting % of Lot Impervious Coverage _____
- ☐ Ending % of Lot Impervious Coverage _____

Special Requirements:

- ☐ Site Plan Approval
 - ☐ Staff Review
 - ☐ Planning Board (Major/Minor)
- ☐ ZBA Setback Reduction or Variance
- ☐ DEP Permit by Rule (PBR)
- ☐ Survey showing new lot split and recorded deed
- ☐ Letter of Consent from Property Owner
- ☐ Permit from Fire Department
- ☐ Permit from State Fire Marshall's Office
- ☐ Photos of existing structure on all sides
- ☐ Excavation in the Street Permit
- ☐ Stormwater & Phosphorous Control Plan
- ☐ Other: _____

Description of Project:



BUILDING PERMIT APPLICATION

401 Webbs Mills Rd, Raymond, ME 04071
207-655-4742 x 161

Date: _____

OFFICE USE ONLY:

Permit # _____ Zone _____ Map _____ Lot _____ Fee _____

☐ IRC 2021 ☐ IBC 2021 ☐ Subdivision Type of Use _____ Proposed Use _____

☐ **CERTIFICATE OF OCCUPANCY REQ.** ☐ **LIFESAFETY INSPECTION REQ.** ☐ **SPRINKLERS REQ.**

Owner Name _____ Phone _____ Email _____

Address of Construction _____

Contractor Name _____ Phone _____

Address _____ Email _____

Project Description _____

Estimated Construction value (Including labor) _____

PLEASE COMPLETE **ALL** APPLICABLE SECTIONS TO YOUR PROJECT (Some may not apply). **PLOT PLANS** REQUIRED. **SIGNATURE** REQUIRED AT END OF APPLICATION IN ORDER TO PROCESS PERMIT REQUEST.

Building dimensions L _____ W _____ Total sq ft finished _____ Total sq ft unfinished _____

No. of stories _____ No. bedrooms _____ Street Frontage Provided _____ Lot Size _____

Zoning Area: _____ Shoreland?: ☐ Setbacks: Front _____ Back _____ Side _____ Side _____

FOUNDATION:

Type of soil _____
Footing Size _____
Foundation _____
Other _____

CEILINGS:

Joist Size _____
Strapping Size _____ Spacing _____
Ceiling Height _____
Insulation Type _____
Ceiling Type _____

EXTERIOR WALLS: Studding size _____ Spacing _____ No. of windows _____ No. of doors _____ Header sizes _____ Span _____ Corner post size _____ Bracing: Yes <input type="checkbox"/> No <input type="checkbox"/> Insulation type _____ Size _____ Sheathing type _____ Size _____ Siding type _____ Weather exposure _____ Masonry materials _____ Metal materials _____	INTERIOR WALLS: Studding size _____ Spacing _____ Header sizes _____ Span _____ Wall covering type _____ Fire wall if required _____ Other materials _____
FLOORS: Sill size (sills must be anchored) _____ Girder size _____ Lally column spacing _____ Size _____ Joist size _____ Spacing _____ Bridging type _____ Size _____ Floor sheathing type _____ Size _____ Other materials _____	ROOF: Truss/Rafter size _____ Span _____ Sheathing type _____ Size _____ Roof covering type: _____ CHIMNEYS: Type _____ No. of fireplaces _____ Heat type _____
PLUMBING: Approval of soil test if required: Yes <input type="checkbox"/> No <input type="checkbox"/> SEPARATE PLUMBING PERMIT REQUIRED Person doing the work should pull the permit	ELECTRICAL: Service entrance size _____ Smoke Detector Required _____ SEPARATE ELECTRICAL PERMIT REQUIRED SWIMMING POOLS: (MUST BE FENCED IN) Pool Type: In-Ground <input type="checkbox"/> Above Ground <input type="checkbox"/> Pool size _____ Sq Ft _____ Setbacks: Front _____ Back _____ Sides _____ MUST CONFORM TO NATIONAL ELECTRIC CODE AND STATE LAW. SEPARATE ELECTRICAL PERMIT REQUIRED

APPLICANT IS RESPONSIBLE FOR OBTAINING DIGSAFE NUMBER WHEN REQUIRED

Applicant Signature: _____ Date: _____

CEO Signature: _____ Date: _____

PLOT PLANS

Plans should show: Existing structures, setbacks (actual measurements), septic area, floodplain & percent of impervious lot coverage if applicable.

