



# 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:

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