

# **CODE ENFORCEMENT OFFICE**

## **TOWN OF MONMOUTH**

PO BOX 270

MONMOUTH, ME 04259

(207)933-2206 ext 105

FAX: (207)933-3413

### **INSTRUCTION FOR BUILDING PERMIT APPLICATIONS**

1. Provide applicant name, address, phone number, if someone other than the property owner will be applying for the permit.
2. Provide property owner's name, address, and phone number.
3. Provide street address of property and Map and Lot number.
4. Provide information that describes the existing use of the property.
5. Provide information that identifies if property is in the Shoreland zone.
6. Is the lot you are building on part of an approved subdivision?
7. What type of construction permit are you applying for? (A., B., C., D., etc)
8. Provide the type of sewage disposal at the property. If this permit requires a new subsurface waste disposal permit or an amendment to an existing system or an internal plumbing permit, please contact Ernest Sylvester during his office hours on Monday from 4:30pm-6:00pm. (207)933-2206 ext106

**A valid building permit from the Town of Monmouth will not be issued until all plumbing permits have been issued.**

9. What percentage of the lot will be covered by structures? Example; a 100ft by 50ft lot has 5000 square feet. If you are building a structure that measures 24' by 24', it would equal a total square footage of 576 square feet of structure. Divide the total square footage of the structure(s) by the total square footage of the lot (576' / 5000') for a total percentage of lot to be occupied by structures. (11.5%)
10. What are the dimensions of the lot? (Length, width)
11. Provide the type of structure and the dimensions of the structure.
12. Provide a site and construction plan. (See back page)
13. Attach any additional information that is required for this permit. (i.e.; Maine Uniform

Building/Energy Codes, Planning Board and/or Appeals Board decisions, Public Works or DOT approval and proof of ownership)

14. Sign, date and return the completed application to the Monmouth Town Office.

David Shaw is available every Monday from 10:00am-3:00pm and 4:30-6:00pm, Tuesday from 9:00am-3:00pm, and Friday by appointment. (Call (207)933-2206 for appointment)

Code Enforcement

David Shaw  
PO Box 270  
Monmouth ME 04259  
207-933-2206 Ext: 105  
207-592-2854 Cellular

Plumbing Inspector

Ernest Sylvester  
PO Box 270  
Monmouth ME 04259  
207-933-2206 Ext: 106  
207-524-3491 Home

**Application Review**

**The Town of Monmouth recognizes that the State of Maine has adopted the Maine Uniform Building and Energy Code (MUBEC) and therefore all construction within the town limits must be in conformance with that code.**

Within ten days of receipt of **A COMPLETE APPLICATION** containing all required information, the applicant will be notified if any additional information is needed. After review of the application, a permit will be issued or denied or the applicant will be notified that the application is pending further permits or action(s) by the Monmouth Planning Board or other agencies.

# APPLICATION FOR A BUILDING PERMIT

Value of project (including materials and labor) \$\_\_\_\_\_

Date\_\_\_\_\_

The undersigned applies for a permit for the following use, said permit to be issued on the basis of the information contained within this application. The applicant hereby certifies that all information and attachments are true and correct.

## 1. Applicant

Name\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

Telephone # \_\_\_\_\_

## 2. Owner of Property

Name\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

Telephone # \_\_\_\_\_

## 3. Street address of property

\_\_\_\_\_

\_\_\_\_\_

Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_

4. Existing use of property \_\_\_\_\_  
\_\_\_\_\_

5. Is property identified on the current Shoreland Map? \_\_\_\_\_ District \_\_\_\_\_

6. Is the property part of an approved subdivision? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, when? \_\_\_\_\_ Filed under what name? \_\_\_\_\_

7. The proposed use(s)

A. New residence \_\_\_\_\_

B. Accessory building (garage, shed) \_\_\_\_\_

C. Pier, deck or dock (temporary \_\_\_\_\_ permanent \_\_\_\_\_)

D. Clearing for approved construction \_\_\_\_\_

E. Private sewage disposal system \_\_\_\_\_

F. Filling or other earth moving activity of

Shoreland < 10 cubic yards \_\_\_\_\_

Shoreland or Resource Protection 10 – 25 < cubic yards \_\_\_\_\_

General > 50 cubic yards \_\_\_\_\_

G. Attach documentation/design of footers, foundation, and all frost protection (if applicable)

H. Supply all structural member designs and all insulation dimensions to meet energy code ( if applicable)

8. Type of sewage disposal (existing \_\_\_\_\_ proposed \_\_\_\_\_)

9. Percentage of lot to be occupied by structures \_\_\_\_\_

10. Lot width \_\_\_\_\_ lot depth \_\_\_\_\_ total lot area \_\_\_\_\_

11. New structures - exterior dimensions (length and width)

a. New residence; \_\_\_\_\_ by \_\_\_\_\_ Number of stories \_\_\_\_\_

b. New garage; \_\_\_\_\_ by \_\_\_\_\_

c. Other; \_\_\_\_\_ by \_\_\_\_\_ Number of stories \_\_\_\_\_

12. Site Plan - Illustrate the following information about your lot and the proposed use of the lot on a scale drawing as per the example on page 6 of the Instructions for Building Permit

Applications. **YOUR APPLICATION WILL NOT BE REVIEWED WITHOUT A SITE PLAN.** (A current survey may be required)

a.) Lot dimensions

b.) Names of abutting property owners, name and location of abutting rights of way, (public and private).

c.) Location and dimensions of existing and proposed buildings/additions and distance of each from nearest lot line.

d.) Location of sewage disposal system and water supply.

e.) Areas to be cleared.

f.) Areas of earth moving (cut/fill, grading)

g.) Monmouth Tax Map and Lot numbers.

13. ATTACHMENTS

a.) Attach a copy of valid plumbing permit, if applicable. Inside permit # \_\_\_\_\_ Outside # \_\_\_\_\_

- b.) Attach a copy of official decisions (or note pending applications) of other Federal, State, or local agencies regarding the use of this property. (Site location permit, permit by rule, minimum lot size waiver, subdivision approval, great ponds permit, etc.)
- c.) On a separate sheet, attach any supplemental information, or explain any points you feel need clarification.
- d.) Attach a copy of Public Works or DOT application for driveway entrance, if needed.
- e.) Proof of ownership i.e.: Tax Bill, Warranty Deed, Etc.
- f.) Attach a copy of the engineer' s truss design showing 70RL or 80GSL (if applicable)

14. To the best of my knowledge, all information on this application is true and correct. All proposed uses will be in conformance with the application and all Monmouth Ordinances. By signing this application for permit, I hereby give express consent to the Code Enforcement Officer to perform inspections, during normal working hours, of the construction and final completion of the project. (See MRSA 30-A Sec 4213 & 4452)

\_\_\_\_\_  
Applicant(s) Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

(For official use only - maintain as a permanent record)

Date permit application was received \_\_\_\_\_ Fee paid \$ \_\_\_\_\_

Date of action on application \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

If application was denied, reason for denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Code Enforcement Officer, (if applicable) \_\_\_\_\_

Planning Board, (if applicable) \_\_\_\_\_

\_\_\_\_\_

# SITE PLAN AND CONSTRUCTION EXAMPLES

