



City of Sanford
Application for Building Permit
 919 Main Street
 Sanford, Maine 04073
 207-324-9145

OFFICE USE ONLY FEES:
 Application Date: _____
 Application #: _____
 Customer #: _____
 Building Permit #: _____
 Plumbing Permit #: _____
 Subsurface Permit #: _____

1. Type of Permit Requested: (Check all that apply.)

- | | |
|---|---|
| <input type="checkbox"/> New Structure | <input type="checkbox"/> Addition |
| <input type="checkbox"/> Change of Use | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Fill/Grade |
| <input type="checkbox"/> Sign | <input type="checkbox"/> Move Structure |
| <input type="checkbox"/> Remodel Interior | <input type="checkbox"/> Remodel Exterior |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Other |

2. Property Information:

Map/Lot: _____ Zone: _____
 Location: _____
 Required Lot Setbacks: Proposed Lot Setbacks:
 Front: Front:
 Side: Side:
 Rear: Rear:

3. Owner/Applicant Information:

Property Owner's Name: _____
 Mailing Address: _____
 City/Town: _____ State: _____ Zip: _____
 Phone #: _____ Cell #: _____
 Applicant's Name (if different from owner): _____
 Mailing Address: _____
 City/Town: _____ State: _____ Zip: _____
 Phone #: _____ Cell #: _____

4. Fair Market Value of Project (excludes only land & architectural fees): \$ _____

Description of work:

5. General Information (check applicable boxes):

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | A. New or relocated plumbing. |
| <input type="checkbox"/> | <input type="checkbox"/> | B. C.M.P. electrical service required, complete and attach C.M.P. form 1190. |
| <input type="checkbox"/> | <input type="checkbox"/> | C. Sanford water service required. |
| <input type="checkbox"/> | <input type="checkbox"/> | D. New wastewater disposal system, attach 3 copies of form HHE-200 design, if required. |
| <input type="checkbox"/> | <input type="checkbox"/> | E. New sewer attachment, attach permit from Sanford Sanitary District showing sewer availability. |
| <input type="checkbox"/> | <input type="checkbox"/> | F. New road opening, attach approved copy of Road Opening Permit from Public Works Department. |
| <input type="checkbox"/> | <input type="checkbox"/> | G. All work to be done by owner. |
| <input type="checkbox"/> | <input type="checkbox"/> | H. Some work to be done by contractors, be sure to fill in Contractor Information. |
| <input type="checkbox"/> | <input type="checkbox"/> | I. Property is contained within an approved subdivision. |

6. Contractor Information (will require separate permits/inspections ,enter applicable information):

A. Building Contractor: _____
Mailing Address: _____
City/Town: _____ State: _____ Zip: _____
Phone #: _____ Cell #: _____

B. Plumbing Contractor: _____
Mailing Address: _____
City/Town: _____ State: _____ Zip: _____
Phone #: _____ Cell #: _____

C. Heating Contractor: _____
Mailing Address: _____
City/Town: _____ State: _____ Zip: _____
Phone #: _____ Cell #: _____

D. Electrical Contractor: _____
Mailing Address: _____
City/Town: _____ State: _____ Zip: _____
Phone #: _____ Cell #: _____

E. Masonry Contractor: _____
Mailing Address: _____
City/Town: _____ State: _____ Zip: _____
Phone #: _____ Cell #: _____

F. Site/Septic Contractor: _____
Mailing Address: _____
City/Town: _____ State: _____ Zip: _____
Phone #: _____ Cell #: _____

7. Other Information:

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	A. 100 Year Flood Plain	<input type="checkbox"/>	<input type="checkbox"/>	F. Zoning Board of Appeals
<input type="checkbox"/>	<input type="checkbox"/>	B. Shoreland	<input type="checkbox"/>	<input type="checkbox"/>	G. Fire Marshal
<input type="checkbox"/>	<input type="checkbox"/>	C. Resource Protection Area	<input type="checkbox"/>	<input type="checkbox"/>	H. DEP / Army Corp
<input type="checkbox"/>	<input type="checkbox"/>	D. Site Plan Review	<input type="checkbox"/>	<input type="checkbox"/>	I. Historic Preservation
<input type="checkbox"/>	<input type="checkbox"/>	E. Planning Board	<input type="checkbox"/>	<input type="checkbox"/>	J. Other

8. Subdivision Information (fill in this section if property is part of a subdivision):

Applicant should check subdivision limitations.

A. Name of subdivision: _____
B. Owner of Subdivision: _____

9. Site Plan Information

Attach a site plan showing the size and location of all the new construction and all existing structures on the site distances from lot lines, and the established street(s), distances from the high water marks on marsh, water, brooks, ponds and wet lands.

This data must be accurate! Property line locations and setbacks are the Applicant's responsibility

10. Project Information

A set of detailed plans with cross section/construction details and working drawings is required for all new construction.

11. Notes, conditions and certification

The person submitting this application has to be the property owner or an agent acting with an affidavit from the property owner giving permission to act as agent.

A copy of the recorded deed must be submitted with this application for a new structure being built on a vacant lot.

It is the responsibility of the property owner to secure all Federal and State permit approvals, and attach a copy of each to this application. A notice in writing is to be sent to the Building Inspector of any amendments to be filed to Federal or State permits.

The Building Inspector shall, within seven (7) working days of receipt of an application, issue the permit, or refer the applicant to the proper board. Failure of the Building Inspector to act on the permit within seven (7) working days will constitute a denial of the application.

This application for a permit, if granted, is done so with the clear understanding on the part of the applicant that the construction is to meet the standards of the International Building Code, N.F.P.A. Life Safety Code 101, the National Electrical Code as adopted by the State of Maine.

If any changes to the plan whatsoever, in location, design, plans, dimensions, or purposes of use are to be made, the permit holder shall first submit to the Building Inspector a revised plan showing all changes and a letter stating the reason for the change(s). The Building Inspector will review the change(s) and refer it to the proper board if necessary or approve or disapprove the change(s).

It is understood that the applicant will notify the Building Inspector for the following inspections at least 24 hours in advanced of the required inspections:

1. Foundation inspection before backfilling includes under drainage and damp proofing.
2. Fireplace/Chimney Inspection; top of fire box and smoke chamber and completion of the chimney.
3. Framing before insulation and wall covering is installed.
4. Rough plumbing as per Plumbing Code.
5. Rough-in electrical inspection.
6. Final inspection for Occupancy: all work for which the building permit was issued must be completed before occupancy.
7. The Code Enforcement Officer shall be notified of any change in use of building or premises, and a permit shall be secured for such change.
8. Additional inspections may be required depending on the nature of the project.

The Building Inspector reserves the right to inspect any structure at his/her discretion as directed within the Building Code/ Zoning Ordinance.

It is further understood and agreed by the applicant that he/she will comply with all existing ordinances of the Town of Sanford and all Federal and State laws and /or regulations. Failure to do so will mean action will be taken under the appropriate section of the Sanford Zoning Ordinance and/or Federal and State laws, using Rule 80-K.

FEES WILL DOUBLE IF WORK IS STARTED BEFORE PERMIT IS OBTAINED.

No work shall begin on a project requiring a building permit, plumbing permit, site plan approval, and/or municipal approvals have been obtained. Start of work shall include clearing and grubbing of the site, grading excavation, or construction of buildings or structures.

I the undersigned have read and understand this application and certify that it is accurate:

Signature of Owner: _____ Date: _____

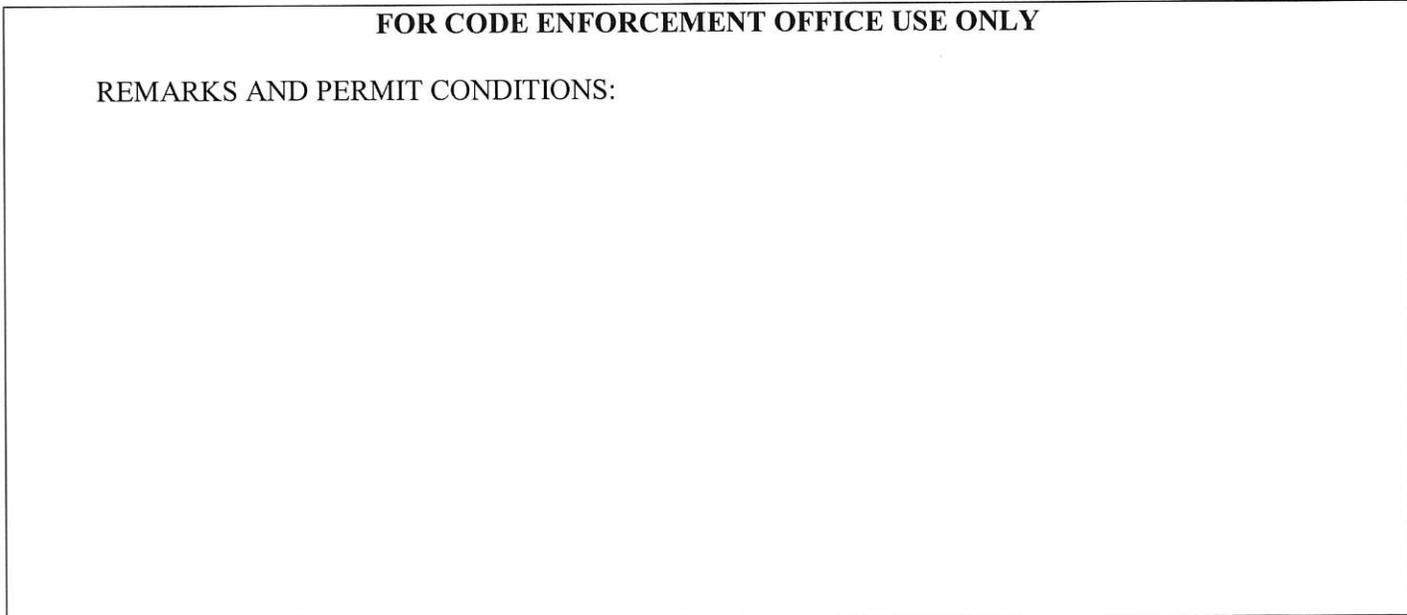
Signature of Contractor: _____ Date: _____

PLOT PLAN REQUIRED (SHOW SETBACKS)



FOR CODE ENFORCEMENT OFFICE USE ONLY

REMARKS AND PERMIT CONDITIONS:



Building Inspector Signature: _____
Date Approved: _____ Date Denied: _____