

TOWN OF ARUNDEL

PERMIT NUMBER 2016- _____ DATE _____ ZONE _____ MAP _____ LOT _____

Building Permit Application

The Inspector's Name and Phone Number Are:

James Nagle, Code Enforcement Officer (Plumbing/Building/Zoning/Electrical) – (207) 985-4201

The Code Enforcement Officer is in the town office at the following times.

Monday – Thursday 8:00 am to 4:30 pm

Inspections can be arranged at other times by calling (207) 985-4201 **24 hours** in advance.

It is recommended that you meet with the Code Enforcement Officer prior to completing the application. He will explain the process to you and advise you of any additional local, state or federal permits required.

Permits shall not be issued at the time an application is submitted unless **all** submissions and approvals are complete.

All new accesses and/or road openings onto a Town road shall require a Road Opening Permit signed by Arundel's Road Foreman (information is available about this requirement at the Arundel Town Hall).

1. **Owner of Record:** _____

Mailing Address: _____

Telephone: _____ Fax: _____ Email: _____

2. **Agent of Owner:** _____

Mailing Address: _____

Telephone: _____ Fax: _____ Email: _____

3. Project Location: _____

4. Book/Page, date of recorded deed _____

5. Zoning District: (check all that apply) R-1 R-2 R-3 R-4 AR GW NRC
 BI DB1 DB2 TC

Shoreland Resource Protection Flood Hazard Telecom Tower Overlay Zone

Mobile Home Park Overlay Zone Aquifer Protection Overlay Zone

6. Type of permit requested:

Residential Commercial Other (explain) _____

Check all that apply:

New Structure

Move structures

Clearing

Addition to structure

Sign

Man-made pond

Alterations to structure

Temp Off-Premises Sign

Site work

Demolition

Swimming Pool

Curb cut & site work

Other; (Describe) _____

7. Complete Description of the Project _____

8. Dimensions of Lot: Lot width _____ Lot depth _____
Lot area _____ Lot frontage _____
Name of street on which lot has frontage _____
Is street Private or Public

9. **VALUE OF WORK:** _____ (provide estimate)
(To be verified by Code Enforcement Officer)

10. **Total Gross Floor Area of new structures or additions** (including cellars or basements and attic space with a height of more than 7 feet between floor and ceiling or rafter) _____
(To be verified by Code Enforcement Officer)

11. Will the proposed work require new or relocated internal plumbing? YES NO
12. Will the proposed work require a new or relocated electrical meter? YES NO
13. Will the proposed work require the addition of or alteration of wiring? YES NO
14. Was this lot split from another lot within the past five years? YES NO
15. Has any part of this lot been split off in the past five years? YES NO
16. Is the property part of a recorded subdivision? YES NO

If yes, Name of Subdivision: _____

17. Name of General Contractor: _____

Mailing Address: _____

Telephone: _____ Fax: _____ Email: _____

18. Explain the use of all structures existing on the property: _____

19. Is there more than one use existing on the property? _____
(Describe)

20. Are there any deed restrictions on the property? YES NO If yes, attach a copy.

21. If this permit is for a new residential dwelling unit, when did the applicant become a resident of Arundel? The applicant shall submit proof of that his or her primary residence is in Arundel.

applicant is nonresident applicant became a resident in _____(month), _____(year)

NOTICE TO APPLICANT --- READ AND SIGN BELOW

By signing below you agree that:

1. In the case of a new residential unit, the permit will expire after 4 months if a foundation is not installed. In all other cases, the permit will expire after 6 months if a substantial start has not commenced.
2. I will notify the Code Enforcement Officer of any changes in any of the information, plans or project specifications.
3. I will call for all required inspections indicated on the permit **at least 24 hours** in advance.
4. I will obtain a Certificate of Occupancy from the Code Enforcement Officer prior to occupying the structure or property or establishing a new use.
5. I will abide by the existing ordinances of the Town of Arundel and the laws and regulations of the State of Maine which authorize the issuance of this permit.

I hereby certify that all of the information provided on this application is, to the best of my knowledge, accurate.

Signature of Contractor

Signature of Owner

Arundel Permit Fee Schedule

Minimum fee of \$25.00

New residential buildings or additions: \$0.30 per square foot of gross floor area including cellars or basements and any attic space with a height of more than 7 feet between floor and ceiling or rafter.

Buildings intended for human occupancy accessory to residential buildings: \$0.15 per square foot of gross floor area including cellars or basements and any attic space with a height of more than 7 feet between floor and ceiling or rafter.

New construction of or additions to non-residential buildings: \$0.25 per square foot of gross floor area including cellars or basements and any attic space with a height of more than 7 feet between floor and ceiling or rafter.

Buildings intended for human occupancy accessory to non-residential buildings: \$0.25 per square foot of gross floor area including cellars or basements and any attic space with a height of more than 7 feet between floor and ceiling or rafter.

Accessory buildings not intended for human occupancy: \$0.10 per square foot of gross floor area including cellars or basements and any attic space with a height of more than 7 feet between floor and ceiling or rafter.

New structures other than buildings, and permits for site alterations: \$3.00 per \$1,000 of estimated value

Alterations to existing buildings: \$4.00 per \$1,000 of estimated value

Demolition of a structure or building: \$25.00

Erection or alteration of a sign: \$25.00

In addition to the above fees, if the building or structure is located in the 100-year flood plain an additional non-refundable fee of \$50.00 shall be paid at the time of submission of the application.

In accordance with Section 9.3 of the Land Use Ordinance, a certificate of occupancy is required prior to the use of or occupancy of any lot, structure or change of use. There is no charge for the first inspection for a certificate of occupancy. If subsequent inspections are required due to failure to pass a previous inspection, there shall be a re-inspection fee of \$25.00 per inspection.

In accordance with Section 9.2.A.7 of the Land Use Ordinance, the above fees shall be doubled when work has begun prior to the issuance of a permit.

ACTION OF THE CODE ENFORCEMENT OFFICER:

Date Received: ____/____/____ **Fee Computed \$** _____

Approved: ____/____/____ **Denied:** ____/____/____

Classification of use (from Section 6.2 of LUO) _____

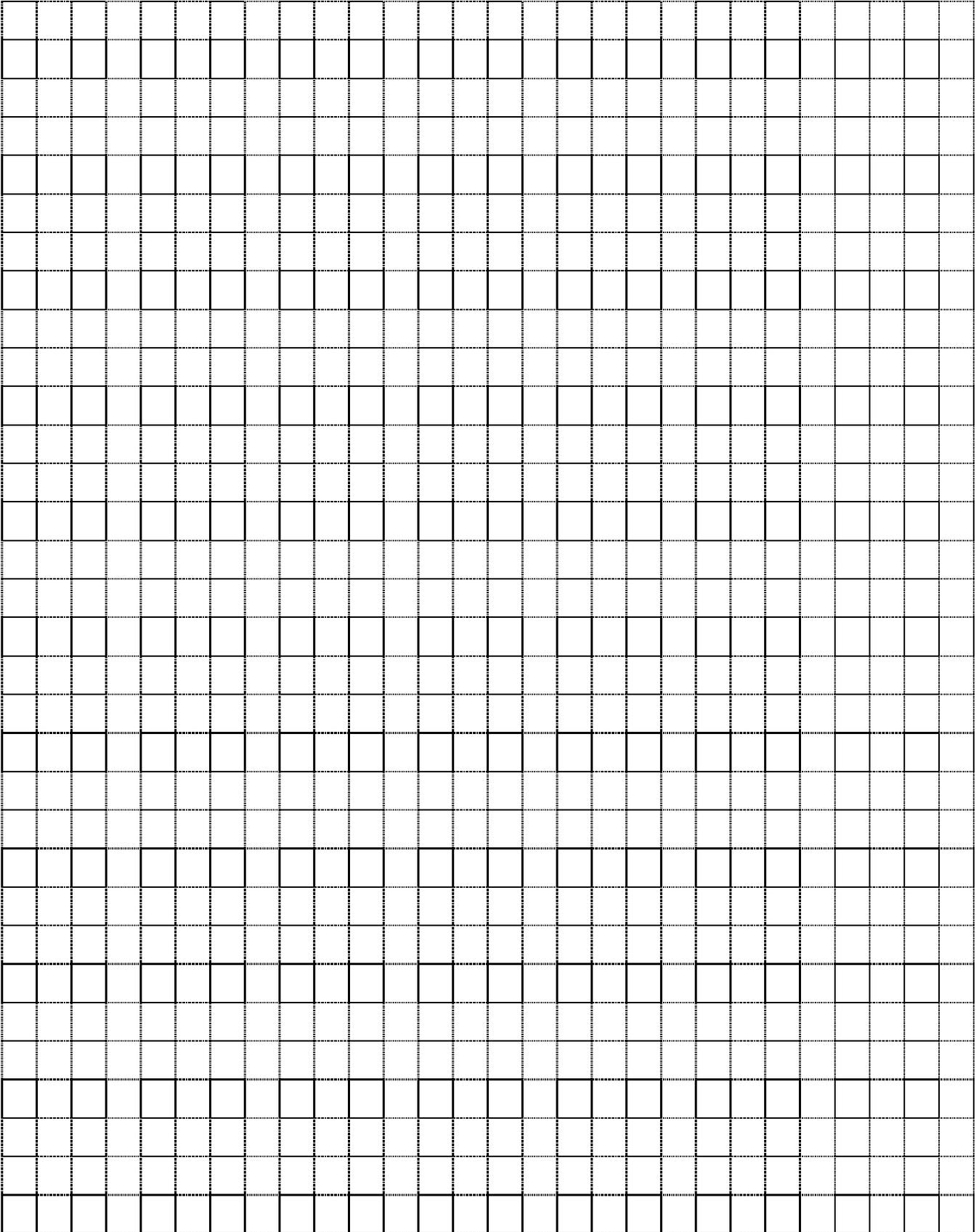
Residential Growth Permit Number _____ **Any building permit requiring a growth permit must be picked up within seven business days of approval.**

Reason for denial/comments: _____

Signature of Code Enforcement Officer **Permit Number:** 2016-_____

NOTICE: This permit may be appealed by any aggrieved party within 30 days following issuance of the permit. Commencement of construction during this appeal period is at the applicant's own risk.

Use this grid or a separate sheet of paper to prepare a site plan showing property lines, and the locations of existing and proposed structures, parking areas, driveways and waterbodies or wetlands.



Do not submit this page with your application.

CHECKLIST OF SUBMISSIONS

This checklist is provided to assist the applicant prepare a complete application. Failure to submit a complete application will result in return of the application for submission of missing information.

Applicant must complete and submit the following, as applicable:

- 1. A copy of the completed permit application.
- 2. A copy of a site evaluation indicating that a septic system can be installed. (Required only for new construction or for an addition that increases the number of bedrooms or wastewater flow.)
- 3. A copy of Highway Entrance permit from the Road Foreman. In the case of a lot with a driveway or entrance on Portland Road (Route 1), Alfred Road (Route 111), Alewife Road (Route 35), or Log Cabin Road, a Highway Entrance permit from the Maine Department of Transportation.
- 4. A site plan showing the location of lot lines, existing and proposed structures, driveways and parking areas, streams and wetlands. The area of tree clearing shall also be indicated. Failure to submit a complete site plan shall result in return of application as incomplete. Inquire first with the CEO prior to any cutting in the area of the front setback and along streams, rivers, and wetlands. All setbacks shall be confirmed by survey or setback certification when the foundation is inspected.
- 5. A copy of the recorded deed and other recorded instruments affecting the property. (Required only for a permit on a lot created in the previous eighteen months.)
- 6. A copy of DEP or Army Corps permit(s) if required.
- 7. Complete construction plans including structural details.
- 8. Evidence of right, title or interest if applicant is not the owner. Written authorization from the owner to act as agent for applicant.
- 9. Proof of payment of Mobile Home Sales Tax/Bill of Sale.
- 10. Written Erosion Control and Sedimentation Plan (required in shoreland zone).

The Town of Arundel utilizes the **911 addressing system** in order to assign house numbers and addresses for emergency purposes and mail delivery. Once the frame of your building is up, the numbering process can start. **Please call the town office (985-4201)** at that time to get the process going. After the street number has been determined, you will receive written verification.

Do not submit this page with your application.