

INSTRUCTIONS FOR PERMIT APPLICATION

NOTE: Enforcement of the International Building Code is now mandated by the State of Maine. You must fill out the supplemental Building Application Form or supply a complete set of blue prints for all structures.

The applicant is required to submit information needed on the permit form, incomplete applications will be returned without a permit. These instructions are provided to help you make out the application and to allow your application to be reviewed as quickly as possible. If you are unable to fill the application out completely, come in and meet with the Code Officer.

- # 1 Property owner- The legal owner of the property.
- # 2 Phone- Legal owners phone number
- # 2a If you are building putting in or changing the use of an existing driveway from say a vacant lot to a lot with a home on it you must have a State Driveway permit before a building permit can be issued.
Driveways on town maintained roads require a permit from the Road Commissioner
- #3 Property address - Where is the property located that the work will be done.
- # 4 Owners address- This is the owners mailing address.
- # 5 Contractors- Person who is doing the work.
- # 6 Phone- Phone of person doing the work .
- # 7 Contractor's address- Address of person doing the work.
- # 8 Map- Tax map number of property.
- # 9 Lot- Lot number on tax map for this property.
- # 10 Zone- Zoning district of property found on Zoning Map at town office.
- # 11 Lot of Record- What year did you buy the property?
- # 12 Contiguous lots- Do you own more than one lot that touch? Yes or No.
- # 13 Historical Building- Is the building on the national Historic Register? Yes or No
- # 14 Proposed use- Residential, Recreational, commercial?
- # 15 Cost- Estimated cost of the project.
- # 16 Special Zones- check any special zones the project is in then initial and date.
- # 17 Project description- Describe what you intend to do including size of structure and any decks garages etc.
- # 18 Number of stories- Present number then proposed number.
- # 19 Height of building - Present height to peak then proposed height.
- # 20 Number of bathrooms- Present number of full and half baths then proposed number.
- # 21 Number of bedrooms- Present number of bedrooms then proposed number.
- # 22 Present septic system is approved for- Found on the front of your septic plans for the system that will serve the structure.
- # 23 Year round use- Check if the property will be used year round or seasonal.
- # 26 Frontage- How many feet of road frontage does the lot contain. If the lot also has shore frontage please write that figure also and indicate shore frontage.
- # 27 More than one existing use on the property- Is the property used as a residential only or is there a commercial use also?
- # 28 Setbacks- Write down how many feet the proposed structure will be from, the road, the side of the property line, and the rear property line. All town roads unless otherwise

indicated are three rod roads (49 ½ feet wide). Front, side and rear setbacks must be at least 25 feet from property lines and roads right-of-ways for new structures. Shoreline setbacks vary by district.

- # 29 How many dwelling units are presently on the lot- Write down one if there is only one single family structure on the lot. Write down two if there is a home and an apartment, trailer or other dwelling unit on the lot.
- # 30 Lot size- How large is the lot that you intend to build on? One acre? Two acres? Etc.
- # 31 Disregard this if the building is not located in a Shoreland area. Total SQ. FT. of all buildings- Otherwise write down the total square feet of all buildings including decks and out buildings within the Shoreland area now and after the structure is build. (The Shoreland Zoning map located at the town office can be used if needed.
- # 32 Lot coverage (in percent)- Disregard this if the building is not located in a Shoreland area. Write down the percent of the lot that is covered by all impervious surfaces, these would include roads and driveways, patios, roofs, etc. areas that will not allow water to sink into the ground. Present, and after the project is completed.
- # 33 Part of an existing subdivision - Was the current lot ever part of a subdivision? If yes please indicate the name of the original subdivision.
- # 34 Read sign and date the application.

SHORELAND AREAS

If you are doing an activity that will expose soil in a Shoreland Area this application must be accompanied with a written soil and erosion control plan.

Your plan should include;

A site sketch of the property showing the areas to be cleared and areas to remain wooded or undisturbed, including the required vegetated buffer along the shoreline.

In addition to the buffer strip clearing is limited in the all areas with the 250 feet of the water or upland edge of the wetland to 25% of the lot or 10,000 sq. ft. which ever is greater. This includes buildings, lawns, driveways, and septic systems.

Also show the location of silt fence, hay bales and diversion ditches used during construction.

Include the location of permanent structures, such as landscape walls, terraces and patios. Remember that these features must also meet shoreland setbacks and not be located within the 100 foot buffer strip.

A schedule for temporary and permanent mulching and revegetation. At a minimum all disturbed sites need to be temporarily mulched within one week.

Town of Livermore
Building or Use

Permit Application

For office use only
Permit No. _____
Issue Date: _____
Fee Amount: _____
Approved by: _____

1. Property Owner:	2. Phone	2a. If access to property is from a state or town road have you attached your Driveway permit?	
3. Property Address:	8. Map	9. Lot	10. Zone
4. Owners Address:	11. Lot of Record What year: _____		
5. Contractor:	6. Phone:	12. Contiguous Lots Lot No. (S) _____	
7. Contractor's Address:	13. Historical Building? What year: _____		
14. Proposed Use:	15. Cost: _____ _____ C.E.O.	16. Special Zones	
		___ Shoreland	_____ Initials
		___ Wetlands	
		___ Flood Zone	
		___ Lowlands	____/____/____
		___ Sand Dune	Date
17. Project Description:			
18. Number of Stories Present _____ * Proposed _____	19. Height of Buildings Present _____ ft. Proposed _____ ft.	20. No. of Bathrooms Present ____/____ Proposed ____/____ full half	
21. Number of Bedrooms Present _____ Proposed _____	22. Present Septic System is approved for: _____ Bedrooms	23. Year round use _____ Seasonal use _____	

* Proposed = Total, existing + requested

24. The following inspections must be done on all structures.

Foundation before concrete is poured including Column pads, slabs and walls. Also erosion controls and setbacks will be inspected at this time. All rebar, wire mesh etc. must be in place at this time.

Mechanical, gas, electrical, plumbing inspection shall be made prior to concealment and before fixtures are installed.

Frame, roof and masonry, inspection after all framing, masonry, firestopping, draftstopping, and bracing are in place and after all plumbing, mechanical, electrical rough inspections are approved.

Insulation and air barrier, including box sills, sealing around windows, doors building envelope. Insulating materials shall be installed such that the manufacturer's R-value marks readily observable upon inspection.

Fire resistance rated inspections may be required for certain types of construction.

Final inspection after the permitted work is complete and prior to occupancy.

Unless otherwise indicated all town roads are three rod (49 1/2 foot wide) roads and setbacks will be measured based on this distance. State roads may be wider.

Property Information

26. ROAD FRONTAGE _____ Ft. 27. MORE THAN ONE USE EXISTING ON THE PROPERTY.
Accessory use: _____

_____ Nonconforming _____ Nonconforming

28. SETBACKS _____ NONCONFORMING 29. How many dwelling units are presently
existing on the lot: _____

_____ Front _____ Side
Rear

30. LOT SIZE (IN SQ. FT. OR ACRES) _____ 31. TOTAL SQ. FT. OF ALL BUILDINGS
Present _____

_____ Nonconforming Proposed _____

32. Lot coverage (in percent) 33. LOT PART OF AN EXISTING SUBDIVISION?
Yes _____ No _____

Present _____ Original name of Subdivision _____

Proposed _____

Zone % _____

34. BUILDING PERMITS DO NOT INCLUDE PLUMBING, SEPTIC OR ELECTRICAL WORK.
Building permits are valid for one year; any false information may invalidate a building permit and stop all work. Signing authorizes inspections necessary to issue permit and insure compliance with regulations. Applicants acknowledges that they will comply with all town codes and laws.

_____ Applicant _____ Date

Plot Plan

PLEASE INCLUDE ALL SETBACK DISTANCES FROM PROPERTY BOUNDARIES, ROADS, STREETS AND RIGHT OF WAYS; ALL WETLANDS AND WATER BODIES; ANY EXISTING WELLS AND SEPTIC SYSTEMS. INCLUDE SHORELAND SETBACK OR FLOOD ELEVATIONS IF APPLICABLE. SHOW ALL PROPOSED DECKS AND PORCHES.

Note; Distance from road right of way must be at least 25 feet to any part of new structure.

Name of Road _____ Minimum distance to new structure from center of road ____ feet

Elevations

Front or Rear View

Side View

SUPPLEMENTAL BUILDING APPLICATION FORM

FOUNDATION

SOIL TYPE: _____

FOOTING SIZE _____

FOUNDATION TYPE _____ Concrete PSI _____
SIZE _____

HEIGHT ABOVE GRADE _____

DRAINAGE _____

WATER PROOFING _____

INSULATION _____

FOOTING / WALL ANCHORING _____

Please submit a foundation drawing showing location and size of pads to be poured for columns.

Size of foundations including slabs and location of foundation bolts.

FLOOR

SILL SIZE _____

JOIST SIZE AND SPACING _____

GIRDER SIZE _____

COLUMN SPACING _____

BRIDGING TYPE & SPACING _____

Please submit a floor plan for each floor showing location of girders and size and location of openings in floors.

EXTERIOR WALLS

STUDS SIZE & SPACING _____

HEADER SIZE & SPAN _____

ARE HEADERS IN HEATED BUILDINGS INSULATED _Y_N_

BRACING _____

SHEATHING SIZE & TYPE _____

SUB/ COVERING _____

INSULATION TYPE & SIZE _____

AIR BARRIER TYPE _____

CEILING

JOISTS SIZE & SPACING _____

STRAPPING SIZE & SPACING _____

TYPE OF CEILING _____

INSULATION TYPE AND SIZE _____

AIR BARRIER TYPE _____

CEILING HEIGHT _____

ATTIC ACCESS – SIZE AND LOCATION _____

ROOF

TRUSS LOAD _____

RAFTER SIZE & SPAN _____

ROOF PITCH _____

SHEATHING TYPE & SIZE _____

COLLAR TIES SIZE / SPACING _____

ROOF VENT TYPE & SIZE _____

ROOF UNDERLAYMENT MATERIAL TYPE _____

ICE DAM PROTECTION _____

ROOF MATERIAL _____

WINDOWS

OF WINDOWS _____

WINDOW TYPES / SIZE _____

Is aggregate glazing area not less than 8% of the floor area all habitable rooms? _Y_N_

DOORS

OF DOORS _____

DOOR SIZES _____

FIRE DOORS _____

INTERIOR WALLS

STUD SIZE & SPACING _____

HEADER SIZE AND SPAN _____

WALL COVERING TYPE _____

FIRE WALLS IF REQUIRED _____

CHIMNEY

TYPE _____

OF CHIMNEYS _____

OF FIREPLACES _____

OF WOOD STOVES _____

FLOOR PROTECTION _____

WALL PROTECTION _____

HEATING SYTEM

TYPE _____

SIZE (BTU) _____

TYPE OF HOT WATER _____

LOCATION OF SYSTEM _____

ELECTRICAL

SERVICE ENTRANCE SIZE _____

UNDERGROUND SERVICE _____

SMOKE DETECTORS LOCATIONS _____

CARBON MONOXICIDE DECTOTORS LOCATIONS _____

PORCHES / DECKS

SIZE _____

MATERIAL TYPE _____

HEIGHT OFF THE GROUND _____

RAIL TYPE / SPACING / HEIGHT _____

FOUNDATION TYPE _____

OTHER _____

GARAGEES / SHEDS

SIZE _____

FOUNDATION TYPE _____ CONCRETE PSI _____

WALLS _____

ROOF _____