

Type of Permit Requested:

(Check all that Apply)

- New Structure Change of Use
 Addition Change of Occupancy
 Demolition Swimming Pool
 Remodel Exterior Move Structure(s)
 Remodel Interior Commercial


**Town of Kennebunk
 Application for
 Building Permit**

1 Summer Street, Kennebunk, Maine 04043
 Phone: (207)985-2102 Ext. 1303
 Fax: (207)985-4609
 www.kennebunkmaine.us

Date of Application: _____

Map _____ **Lot** _____

Zoning District: _____

Property Location: _____

Required Lot Setbacks:

Front _____
 Side _____
 Rear _____
 Shoreland _____

Proposed Lot Setbacks:

Front _____
 Side _____
 Rear _____

Lot Coverage: Allowed _____ **Proposed** _____

Owner/Applicant Information
Property Owner's Name: _____

Mailing Address: _____

City/Town: _____ **State:** _____ **Zip:** _____ **Telephone:** _____

Applicant's Name (if different from owner: ie: builder) _____

Mailing Address: _____

City/Town: _____ **State:** _____ **Zip:** _____ **Telephone:** _____

Complete Description of Work and Actual Construction Cost of Project: \$ _____

(Excludes only land & architectural fees)

Present use of Land _____ **Proposed Use of Land** _____

Applicable Impact Fee/s: West Kennebunk Fire Station Y N

Bicycle Facilities Y N

General Information (Check applicable boxes)
Yes **No**

- a. New or relocated plumbing (complete and attach State Plumbing form HHE-211)
 b. For CMP electrical service, complete and attach CMP form 1190. KLP will not connect without notice from the Electrical Inspector
 c. K.K.W.W.D water service required or private well
 d. Private wastewater disposal system: enclose 3 copies of HHE-200 Subsurface Wastewater Design
 e. Approval by Kennebunk Sewer District (Receipt attached _____ or KSD signoff _____)
 f. New road/driveway approval (attach approved copy of road opening permit/approval from Kennebunk Highway Department or State of Maine D.O.T. (Rt. 1, Rt. 35, Rt. 99, Rt. 9) (207-883-5546)
 g. All Work to be done by owner
 h. Work to be done by contractors (Be sure to fill in Contractor Information)
 i. Property is contained within an approved subdivision (Be sure to fill in Subdivision Information)

Contractor Information: (enter applicable information)

A. Building Contractor: _____
 Mailing Address: _____
 City/Town: _____ State: _____ Zip: _____ Telephone: _____

B. Plumbing Contractor: _____ License# _____
 Mailing Address: _____
 City/Town: _____ State: _____ Zip: _____ Telephone: _____

C. Heating Contractor: _____ License# _____
 Mailing Address: _____
 City/Town: _____ State: _____ Zip: _____ Telephone: _____

D. Electrical Contractor: _____ License# _____
 Mailing Address: _____
 City/Town: _____ State: _____ Zip: _____ Telephone: _____

E. Masonry Contractor: _____
 Mailing Address: _____
 City/Town: _____ State: _____ Zip: _____ Telephone: _____

F. Site/Septic Contractor: _____ License# _____
 Mailing Address: _____
 City/Town: _____ State: _____ Zip: _____ Telephone: _____

Separate Plumbing and Electrical Permits Required

Subdivision Information (If property is part of a subdivision, complete this section.)

Applicant should check subdivision limitations.

A. Name of Subdivision: _____
 B. Owner of Subdivision: _____
 C. Date Subdivision approved by the Town of Kennebunk: _____
 D. Date Subdivision recorded at the Registry of Deeds: _____

Other Information:

| | | | | |
|-----------------------------------|--|-------------------------------|--|------------------|
| 1. 100 YEAR FLOODPLAIN | <input type="checkbox"/> YES <input type="checkbox"/> NO | 6. Shoreland Overlay District | <input type="checkbox"/> YES <input type="checkbox"/> NO | Priority # _____ |
| 2. Coastal dune | <input type="checkbox"/> YES <input type="checkbox"/> NO | 7. Subdivision | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| 3. Historic Preservation District | <input type="checkbox"/> YES <input type="checkbox"/> NO | 8. Fire Marshall | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| 4. Resource Protection Area | <input type="checkbox"/> YES <input type="checkbox"/> NO | 9. DEP | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| 5. Other permits | <input type="checkbox"/> YES <input type="checkbox"/> NO | 10. Army Corps | <input type="checkbox"/> YES <input type="checkbox"/> NO | |

Action by local Boards (to be filled in by office only)

Action of the Planning Board (if required)
 Action by the Zoning Board of Appeals (if required)
 Action of the Building Inspector (if required)
 Action of the Site Plan Review Board (if required)

Comments: _____

PLEASE NOTE: Before this application can be processed (1) If the application is not signed by the legal property owner, a Letter of Authorization signed by the legal owner must be attached. (2) If property has recently been purchased, proof of ownership must be submitted with application. (3) A Set of Building Plans is Necessary for Construction Permits.

> Property Line Location & Setbacks are the Owner's/Applicant's Responsibility <

Signature of Applicant/Owner: _____ **Date:** _____

FOR CODE ENFORCEMENT OFFICE USE ONLY

Building Permit # _____ **Date Approved** _____ **Denied** _____

Remarks/Comments: _____

Building Inspector Signature

Bldg Permit \$ _____ **WKFD Impact \$** _____ **Bike Impact \$** _____ **Fee Pd \$** _____ **Rec'd by** _____

Notes, condition, 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. (Application signed by owner)

Proof of Legal Standing Required – (i.e. most recent signed deed or purchase & sale agreement) must be submitted with this application. **More information may be required for lot splits.**

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.

Failure of the Building Inspector to act on the permit within thirty (30) 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 N.F.P.A. Life Safety Code 101, N.F.P.A. Code NFPA 211 Chimney Code, the National Electrical Code, the State Plumbing Code and the 2009 IRC & IBC Building Codes.

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 advance of the required inspections)

1. Footing/Rebar inspection.
2. Foundation inspection before backfilling (includes under drainage and damp proofing)
3. Fireplace/chimney inspection; top of firebox and smoke chamber and completion of the chimney (inspection by Kennebunk Fire Department)
4. Framing inspection before insulation and wall covering installed
5. Rough plumbing as per Plumbing Code
6. Rough-in Electrical Inspection (Electrical inspector requires minimum 48 hour notice)
7. Final Inspection for Certificate of Occupancy must be obtained before occupancy of all areas for which the permit was issued.
8. 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.
9. 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 Kennebunk and all Federal and State laws and/or regulations. Failure to do so will result in action being taken under the appropriate section of the Kennebunk Zoning Ordinance and/or Federal and State laws, using Rule 80K.

In addition to the provisions of Article 4, Section 4(B)(1) above, any violation of any provision of this Ordinance, or of any regulation by the Town Health Officer pursuant to this Ordinance, may be punishable as provided in Title 30-A M.R.S.A., §4452, except as otherwise provided by State law. Each violation and each day of violation shall constitute a separate offense.

PLEASE NOTE:

A deposit is required with each permit application (\$40 Residential/\$50 commercial). The balance of the permit fee must be paid and permit must be received by applicant BEFORE work may begin.

PERMIT FEE MUST BE PAID and PERMIT CARD MUST BE RECEIVED BY APPLICANT BEFORE WORK MAY BEGIN!

Building Permit Checklist

- Permit Application to be **dated, signed, and filled out completely**, including proposed & present use. Incomplete applications will be returned.
- Three (3) signed copies of HHE 200 form (Septic) by licensed Site Evaluator, if new septic system is to be installed. One (1) copy, if septic system exists.
OR
- A sign-off from the Kennebunk Sewer District (207-985-4741) must be obtained, if property is served by public sewer. (See General Information “e” on Page 1)
- Plans or drawings of proposed construction: 1) Foundation plan w/cross section; 2) floor plan of each floor; 3) cross section of building with description of materials to be used.
- Application for Entrance (for new driveway construction) must be completed and submitted to the Public Works Department
- Site Plan drawn to scale: To show all setbacks, size of all buildings (existing and proposed) and relationship to other features onsite - i.e. Utilities, wetlands, culverts (underground or overhead), septic system including tank & leach field, well, easements & driveways. Failure to provide complete documentation may cause permit rejection or risk of Ordinance violation.
- #1190 forms - required for utility connections (Phone or Power Company). All require sign off by the Code Enforcement Officer to install the service. Completed forms included with the application will be signed to save future connection delays.
- Map/Lot request form must be completed and filed with the Assessor’s Office for any newly split properties. The street address must be confirmed for newly split properties **and** for new constructions on existing lots.
- Project location identified by means of staking, tree clearing, etc. This should be done on site prior to making application.

***DIMENSIONAL REQUIREMENTS are the responsibility of the applicant and/or owner of the property. Failure to be aware of ones property boundaries may result in violation of local zoning requirements.**

PLEASE NOTE:

In order to process permits in a timely manner, review of applications will be conducted in the order in which complete applications are received as complete. Incomplete applications and plans will be returned to the applicant for resubmission.

PERMIT FEE MUST BE PAID and PERMIT CARD MUST BE RECEIVED BY APPLICANT BEFORE WORK MAY BEGIN!