

**TOWN OF TOPSHAM
RESIDENTIAL BUILDING
PERMIT APPLICATION**

Date: _____

Site Address: _____

Property Use: _____

Map: _____ Lot: _____ Lot Area: _____

Type of Work

- New Structure (Building, Shed, Deck, etc.) Length: _____ Width: _____ Height: _____
 Addition
 Renovation

Property Owner: _____

Property Owner Mailing Address: _____ Phone Number: _____

Applicant: _____

Applicant Mailing Address: _____ Phone Number: _____

Setbacks of New Construction: Front _____ ft; Side(s) _____ ft; Rear _____ ft; **or** See Attached Site Plan _____

Estimated Cost of Construction: \$ _____

PROJECT DESCRIPTION

- APPLICATION MUST ALSO INCLUDE REQUIRED INFORMATION PER THE "PLAN REVIEW CHECKLIST"

I HERBY CERTIFY THAT: THE INFORMATION IN THIS APPLICATION IS COMPLETE AND CORRECT AND I AGREE TO COMPLY WITH ALL TOWN ORDINANCES AND LAWS APPLICABLE TO THIS PROJECT; I AM OR LEGALLY REPRESENT THE OWNER OF THE SUBJECT PROPERTY FOR THE PURPOSE OF OBTAINING THIS PERMIT; I HAVE READ AND UNDERSTAND THE ATTACHED HANDOUT "Building Permit Standard Conditions"

Applicant Signature: _____ **Printed Name:** _____

FOR OFFICE USE ONLY

Fee Calculation: _____ FEE: _____

Zone: _____ Zoning Use _____

APPROVED / DISAPPROVED; CEO SIGNATURE: _____ DATE: _____

- This project is exempt from Building Permit requirements in accordance with either/or Title 10 chapter 1103, 2009 IRC R105.2, 2009 IBC 105.2 and is issued for Local Zoning compliance verification only
 This project is exempt from Certificate of Occupancy requirements in accordance with either/or Title 10 chapter 1103, 2009 IRC R110.1, 2009 IBC 111.1

Permit Conditions / Comments:

Plan Review Checklist (INCLUDE THIS PAGE WITH YOUR APPLICATION)

- PROVIDE:** Application for projects generating wastewater must include an on-site disposal system design (HHE-200) or a receipt of connection to municipal sewer on forms provided by the Topsham Sewer District: 729-3612. Provide a copy with this application
- PROVIDE:** For any work within a public way including a driveway or culvert, a permit is required from Public Works: 725-1728. Provide a copy with this application

Residential Project:

- One set of plans dimensioned clearly and containing a minimum of all **applicable** information below;

Site plan containing the following:

- North arrow
- Distance to buildings measured perpendicular to property lines
- Distance between buildings
- Location of septic field, tank and well if applicable
- Driveway location
- Street names
- Water courses and water bodies, easements, rights of way and areas restricted by covenant
- Area of lot in square feet or acres
- Erosion control measures shown

Foundation, Floor and Roof plans containing the following:

- Overall building dimensions
- Foundation: Indicate Type of Material, Wall/Column Width; Footer Width/Thickness/Depth below grade
- Room use (name) and size
- Windows and doors including swing direction and size
- Egress from Bedrooms; show location(s)
- Egress from Basement; show location(s)
- Egress from Habitable Attic; show location(s)
- Tempered Glass; label all locations

Required Inspections:

- Foundation prior to backfill _____

- Framing _____

- Plumbing Rough – SEE PLUMBING PERMIT

- Stairs showing the direction of travel, width, headroom, rise and run dimensions
- Location of plumbing fixtures, appliances and fireplace(s)
- Location/Size/Type of bearing walls and columns
- Size/Span/Direction of floor/wall/ceiling/roof - beams/headers/structural members
- Engineered Structural Products such as LVL's, Trusses, I-Joists etc. Provide manufactures installation and sizing information
- Engineers seal for all structural steel
- Indicate interior wall and ceiling finish
- Indicate and detail braced wall lines

Note: Radon mitigation, if installed, must comply with ASTM E-1465-2006. For information, contact the Maine Radon Office at (207) 287-5676.

Building elevation plan:

- Each side of the building
- Indicate the exterior wall and roof finish
- Show the proposed grade at each corner of the building
- Show the height of the building measured from the average grade at the front of the building to the highest point on the roof

Energy efficiency (residential):

- If the project is a new or moved building, addition, alteration, renovation/repair to an existing building and has space that is heated or cooled, you will also need to show insulated R-Values or some other approved energy code compliance method

The building code in Topsham is the Maine Uniform Building and Energy Code (MUBEC). Information regarding the MUBEC code as well as free viewing of the applicable ICC codes may be found at the Bureau of Building Codes & Standards website <http://www.maine.gov/dps/bbcs/> or for information by phone call (207) 624-7007

- Electrical Rough _____

- Energy efficiency (insulation prior to cover) _____

- Final _____

If not detailed on your plans, please provide the following information. Use additional sheets as needed to detail all components in the project

Foundation

1. Footing/Garage thickened edge

Load-Bearing soil type _____
Depth below grade _____
Thickness _____
Width _____

2. Foundation Wall/Pier (Sonotube)

Material _____
Thickness _____
Wall height _____
Backfill height _____
Horizontal Reinforcement _____
Vertical Reinforcement _____

3. Concrete Floor

Material _____
Thickness _____

Required: 6 mil polyethylene Vapor Barrier under slab or approved equivalent (Exemption: Detached Accessory Structures)

Floor Framing

1. Sill

Size _____
Anchor type _____
Anchor spacing _____

2. Floor Joist (List all floors)

Size _____
Spacing _____
Clear span _____

3. Columns in basement

Material _____
Height _____

4. Girder/Beam

Size _____
Clear span _____

5. Sub-Floor

Material _____
Thickness _____

Exterior Wall Framing

1. Stud

Size _____
Spacing _____

2. Header

Material _____
Clear span _____
Size _____

3. Sheathing

Type _____
Thickness _____

4. Siding

Type _____

5. Insulation

Type _____
R-Value _____

Interior Bearing Wall

1. Stud

Size _____
Spacing _____

2. Header

Material _____
Clear span _____
Size _____

Ceiling

1. Joist

Size _____
Spacing _____
Clear Span _____

2. Insulation

Type _____
R-Value _____

Roof

Pitch _____
Covering _____
Underlayment _____
Ice Barrier _____
Sheathing _____
Ventilation _____

1. Truss; Yes ___ (Provide Engineered Truss Plan from truss manufacturer)

2. Rafter

Size _____
Spacing _____
Clear Span _____
Species _____
Rafter Tie size and spacing _____
Ridge Tie size and spacing _____

Interior

Floor Finish _____
Wall Finish _____
Ceiling Finish _____

General: If using Engineered Lumber or Steel, provide a copy of the approved manufacturers span table or a plan sealed by a Maine licensed Engineer

Building Permit Standard Conditions

The permit to which this is attached is the building permit. Separate permits are required for plumbing, heating and electrical work. Building permits are subject to appeal for a period of 30 days from issuance. A building permit expires if there is no substantial start on the project within a period of 6 months. All work must meet applicable codes and ordinances. The building code in Topsham is the Maine Uniform Building and Energy Code (MUBEC). Information regarding the MUBEC code as well as free viewing of the applicable ICC codes may be found at the Bureau of Building Codes & Standards website <http://www.maine.gov/dps/bbcs/>

We ascertain the code compliance of your project to the best of our ability with the data provided by you. Many building code related topics are posted on our web site, www.topshammaine.com. Follow tabs; Town Departments – Code Enforcement – Building Code Information. Code requirements supersede information submitted or omitted on a permit application. Please take a look at any topics applicable to your project and if you have any questions, please ask.

Inspections; at a minimum we will need to inspect the foundation prior to pour and before it is backfilled; framing, rough electrical and plumbing before insulation or sheetrock; air sealing and insulation per energy code requirements before they are covered; fire rated construction if applicable; any special inspections noted; the final building before it is occupied and any other inspections noted on the permit.

Setbacks; you are responsible for knowing where your applicable property lines are and for meeting the zoning requirements as to setbacks and similar criteria. We will assist you as best as we can in meeting the various criteria, but the burden of compliance is on you. Setbacks are measured from the property line to the nearest point on the structure (this is often not the wall). The edge of the road or sidewalk is usually not the property line, the Town usually owns beyond these features. If you are not sure where your property lines are, we recommend that you have the land surveyed by a licensed surveyor.

Deed and/or Other Restrictions; there may be restrictions in your deed or on your lot such as easements, covenants, prior approvals, etc. that could affect your project. You are responsible for making sure your project meets any restriction. There can be legal issues with the properties that can affect the feasibility of a project that are not readily apparent, if you have issues/questions about deed or lot restrictions, we recommend you consult an attorney.

Utilities; there may be features that affect your project such as public or private sewer lines, water lines, power lines, phone lines, etc. that can affect the code compliance of your project. The burden of ascertaining the existence of and making us aware of these is yours. The Codes Officer can help you with the code aspects of these. Call DIG SAFE at 1-800-DIG-SAFE (1-800-344-7233) prior to excavating, they will assist you in locating buried features on your site and it's the law!

Engineering; if you use trusses, engineered lumber, steel, etc., we will need written certification from a licensed architect or engineer that the product is suitable for the intended use. Many of these products have been pre-engineered and the suppliers of these products can usually supply engineered installation standards upon request.

Carbon Monoxide and Smoke Detectors; If your project is for work in a new or existing single family home, two family home or townhouse, carbon monoxide and smoke detectors must be installed per code requirements. Please ask if you have questions.