

TOWN OF TOPSHAM  
**SHED**  
PERMIT APPLICATION  
(sheds 32 square feet or less do not require a permit)

Date: \_\_\_\_\_

Site Address: \_\_\_\_\_

Property Use: \_\_\_\_\_

Zone: \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Lot Area: \_\_\_\_\_

Shed size: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

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: \$ \_\_\_\_\_

**GENERAL 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: **Shed 32SF to 200SF = \$10** **Shed over 200SF:** Total Square Feet \_\_\_\_\_ X .25 = \_\_\_\_\_ FEE: \_\_\_\_\_

Construction Information Complete: Yes / No (see checklist): \_\_\_\_\_ 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

**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

### **Building elevation plan or Brochure if pre-built**

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

**FOR ONE STORY DETACHED SHEDS WITH A FLOOR AREA NOT EXCEEDING 200 SQUARE FEET; THE FOLLOWING INFORMATION IS NOT REQUIRED**

**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
- Windows and doors including swing direction and size
- Stairs showing the direction of travel and width
- Size/Span/Direction of floor/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

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

### **Setbacks for small residential sheds:**

Provided the shed is accessory to a residential use, no larger in floor area than 150 square feet with a height not exceeding 12 feet, the side and rear setbacks are 5 foot minimum (the front setback is still the zone minimum). All sheds larger than the above must meet standard zone minimums.

**The space below may be used to show site and construction information:**

## 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.

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](http://www.topshammaine.com) . Follow tabs; Town Departments – Code Enforcement – Building Code Information. Code requirements supersede information submitted on a permit application. Please take a look at any topics applicable to your project and if you have any questions, please ask.

**Inspections;** we will need to inspect the foundation after drainage and damproofing are installed 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 such as easements, covenants, prior approvals, etc. that could affect your project. You are responsible for making sure your project meets any deed restrictions. There can be legal issues with the properties that can affect the feasibility of a project that are not readily apparent. If there are issues/questions about things such as boundary locations, subdivision, merger, etc., we recommend you consult a surveyor or 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.