

TOWN OF TOPSHAM
COMMERCIAL BUILDING
PERMIT APPLICATION

Date: _____

Site Address: _____

Property Use: _____

Applicant: _____ Phone Number: _____

Current Legal Use Group Classification(s) in the building per IBC ch.3: Group(s) _____

Proposed Use Group Classification(s) in the building per IBC ch.3: Group(s) _____

Building Type of Construction per IBC ch. 6: _____

Type of Work (Check all that apply)

- New or Addition
- Alteration
 - Provide the cost of building construction **excluding** non-structural repairs/replacements, all decorative changes, all plumbing/electrical/gas/mechanical: \$ _____
- Change of Occupancy: PERMANANT or TEMPORARY (circle one)
- Transmission Tower Collocation

Statement of Special Inspections (IBC chapter 17)

- Provide a Statement of Special Inspections prepared by the Registered Design Professional in responsible charge

Registered Design Professional in Responsible Charge: _____

Mailing Address: _____ Phone Number: _____

Email: _____

GENERAL PROJECT DESCRIPTION

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

PERMIT BP _____

- VISION**

Map: _____ Lot: _____ Lot Area: _____

Fee Calculation: _____ FEE: _____

Zone: _____ Zoning Use _____

APPROVED / DISAPPROVED; CEO SIGNATURE: _____ DATE: _____

- Exempt from Building Permit requirements. Permit issued subject to Zoning regulation only. (32sf-200sf= \$10; >200sf= \$30)

Permit Conditions / Comments:

Plan Review Checklist

- **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
- **Provide** a copy of the SFMO Construction Permit. Permits will be assumed to be required for all projects. **Exception:** *The applicant may submit the following in place of a SFMO Construction Permit; a copy of any email between the applicant and SFMO Plans Review Division confirming the project does not require a permit.*

Building

- Plans required: Please contact our office, an electronic copy is always needed, hard copies may/may not be needed.
- Documents must include a **Code Analysis** indicating at a minimum:
 - Applicable codes
 - Classification of work
 - Automatic sprinkler system
 - Allowable heights and areas
 - Required occupancy separations
 - Fire resistive ratings
 - Detail compliance with IBC table 602 and section 705
 - Occupancy load except Groups R-2, R-3, I-1
 - Means of egress components
 - Egress width per occupant
 - Plumbing fixture count
 - Accessibility: Detail compliance with IBC ch-11 including required exterior parking/access/other
- Site plan indicating distance to buildings measured perpendicular to property lines and lines used to determine Fire Separation Distance (IBC table 602; and section 705)
- Provide structural plans sealed by an engineer or detail prescriptive code compliance
- Provide detailed compliance with the IECC 2015
- AS of MAY 22, 2024: For projects that involve new or expanded lot coverage: Complete IMPERVIOUS AREA WORKSHEET
- AS of MAY 22, 2024: If your project involves work in the Front Setback area **and** you are located in a MUC, LV, MV, VC zone, footnote #30 of the Table of Dimensional Requirements now states: "Where the area from the back of curb or the edge of pavement to the lot line is less than 12 feet, a streetscape easement must be provided on the private lot to expand the area to at least 12 feet. The minimum setback for the building must be measured from the easement edge, at least 12 feet off the back of curb/edge of pavement." In order to comply with this requirement, you must submit a survey showing the distance from the back of curb or the edge of pavement to the lot line and if this distance is less than 12 feet, provide a recorded streetscape easement benefiting the Town of Topsham on the private lot to expand the area to at least 12 feet.

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, [Building Code Information - Topsham, Maine \(topshammaine.com\)](#) Information on the Maine Uniform Building and Energy Code (MUBEC) can be found here [Building Codes | Office of State Fire Marshal \(maine.gov\)](#)

- **Code Purpose:** The purpose of codes is to establish *minimum requirements* to provide a reasonable level of safety, health and general welfare through affordability, structural strength, means of egress, stability, sanitation, light and ventilation, energy conservation and safety to life and property from fire and other hazards and to provide a reasonable level of safety to fire fighters and emergency responders during emergency operations. Workmanship and finishes are not addressed by the building code or the inspector. *Please hire a reputable builder and check references!*

Inspections: We will need to inspect the foundation reinforcing (only if an engineered design): Foundation after drainage and damproofing are installed and before it is backfilled: Framing before insulation or sheetrock: Fire rated construction if applicable; any special inspections noted on the permit: The final building before it is occupied.

- **Note:** The required inspections only permit the inspector to see a fraction of the code requirements. Issuance of a Certificate of Occupancy shall not be construed as an approval of a code violation, the property owner is responsible for code compliance for the life of the building. *Please hire a reputable builder and check references!*

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 understanding 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 you have 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. 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