

**TOWN OF TOPSHAM
RESIDENTIAL BUILDING
PERMIT APPLICATION**

Date: _____

Site Address: _____

Property Use: _____

Type of Work

- New Structure
- Addition
- Renovation
 - Provide the cost of building construction **excluding** non-structural repairs/replacements, all decorative changes, all plumbing/electrical/gas/mechanical: \$ _____
 - Will this project create new or expanded heated space or convert unheated space to heated?
 - Yes
 - No

Property Owner: _____

Property Owner Mailing Address: _____ Phone Number: _____

Applicant: _____ Phone Number: _____

Applicant Email: _____

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

PROJECT DESCRIPTION (If project is a new building or an addition, include the size)

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

Residential Project:

- One set of plans on paper no larger than 11"x17" dimensioned clearly and containing a minimum of all **applicable** information below. Plans may be emailed in pdf. format only, PICTURES WILL NOT BE ACCEPTED.

Site plan containing the following:

- AS of MAY22, 2024:** Complete IMPERVIOUS AREA WORKSHEET **Except for projects that DO NOT involve new or expanded impervious lot coverage**
- 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; Area of lot in square feet or acres; Erosion control measures shown
- 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.

Foundation, Floor, Wall and Roof, Building elevation plans containing the following:

❖ **Exception: One-story detached accessory structures such as SHEDS, provided that the floor area does not exceed 200 square feet and; DECKS not exceeding 200 square feet in area, that are not more than 30 inches above grade at any point, are not attached to a dwelling do not serve the exit door required by IRC building code Section R311.4.**

- Overall building dimensions
- Foundation: Indicate Type of Material, Wall/Column Width; Footer Width/Thickness/Depth below grade; Re-bar size/location
- Room use (name)
- 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; show all locations
- 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 and other applicable engineering
- Indicate interior wall and ceiling finish
- Indicate and detail braced wall lines
- 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: If the project involves new or expanded heated space, or conversion of unheated space to heated; Complete and include with this application "Permit_Residential Energy"

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.

Impervious Area Worksheet

IMPERVIOUS SURFACE AREA — The total area of a parcel that consists of buildings and associated constructed facilities or areas that will be covered with a low-permeability material, such as asphalt or concrete, and areas such as gravel roads and unpaved parking areas that will be compacted through design or use to reduce their permeability. Common impervious areas include, but are not limited to:

- Rooftops
- Walkways
- Decks
- Patios
- Pools
- Driveways
- Parking lots or storage areas
- Concrete or asphalt paving
- Gravel roads
- Exposed Ledge
- Packed earthen materials

Owner Name _____

Applicant Name _____

Phone _____

Phone _____

Email _____

Email _____

Property Address _____

Total Lot Area (sq. ft.) _____ SF.

Required Calculations:

EXISTING IMPERVIOUS SURFACE:		
Roof Area:		sq. ft.
Parking and Driveway:		sq. ft.
Pool Area:		sq. ft.
Decks, Walkways, Patios:		sq. ft.
Other:		sq. ft.
TOTAL EXISTING IMPERVIOUS SURFACE:		sq. ft.

PROPOSED IMPERVIOUS SURFACE:		
Roof Area:		sq. ft.
Parking and Driveway:		sq. ft.
Pool Area:		sq. ft.
Decks, Walkways, Patios:		sq. ft.
Other:		sq. ft.
TOTAL PROPOSED IMPERVIOUS SURFACE:		sq. ft.

Existing Impervious Surface + Proposed Impervious Surface = Total Impervious Surface _____ SF.

(Total Impervious Surface / Total Lot Area) x 100 = _____ %

Certification:

I, _____ certify that the calculations submitted above for the Impervious Surface Ratio are accurate and complete. The square footage of all existing structures and improvements are accounted for and the square footage of all proposed structures and improvements are included in the calculations below.

Applicant Signature: _____ Date: _____

TOWN OF TOPSHAM
RESIDENTIAL ENERGY COMPLIANCE APPLICATION

2015 IECC Residential Energy Code Compliance Path Options—Climate Zone 6A

In Accordance with the 2015 International Energy Conservation Code, Projects shall comply with one of following. Please mark your choices: **Option 1**—R401 through R404, **Option 2**—R405, or **Option 3**—R406 Energy Rating Index (ERI).*

Option 1: Prescriptive ↔ **Option 3: ERI (HERS Index)**
 Prescriptive Component Table **Option 2: Performance**

Table R402.1.2 Insulation and Fenestration Requirements by Component

CLIMATE ZONE	FENESTRATION U-FACTOR ^b	SKYLIGHT ^b U-FACTOR	GLAZED FENESTRATION SHGC ^{b, c}	CEILING R-VALUE	WOOD FRAME WALL R-VALUE	MASS WALL R-VALUE ⁱ	FLOOR R-VALUE	BASEMENT ^c WALL R-VALUE	SLAB ^d R-VALUE & DEPTH	CRAWL SPACE ^c WALL R-VALUE
6A	0.32	0.55	NR	49	20+5 or 13+10 ^b	15/20	30 ^g	15/19	10, 4ft	15/19

Prescriptive U-Factor Table *SEE NEXT PAGE FOR FOOTNOTE MEANING*

Table R402.1.4 Equivalent U-Factors

CLIMATE ZONE	FENESTRATION U-FACTOR	SKYLIGHT U-FACTOR	CEILING U-FACTOR	FRAME WALL U-FACTOR	MASS WALL U-FACTOR ^b	FLOOR U-FACTOR	BASEMENT WALL U-FACTOR	CRAWL SPACE WALL U-FACTOR
6A	0.32	0.55	0.026	0.045	0.060	0.033	0.050	0.055

SEE NEXT PAGE FOR FOOTNOTE MEANING

RESCHECK (<https://www.energycodes.gov>) : Submit generated report.
 Complete Table R402.4.1.1 (Inspections Required)
 Air Leakage Testing (Mandatory) R402.4 (For New Buildings Only)
 Duct Testing (Mandatory) R403.3.3 New R503.1.2 Existing System
 Meets or Exceeds 2015 IECC

Performance Option R405—Performance-based compliance using simulated energy performance analysis. Such analysis includes heating, cooling and service water heating energy only.
(Mandatory Provisions Must Be Met)

Energy Rating Index Option R406
Climate Zone 6A ≤ 54
(Mandatory Provisions Must Be Met)

Date: _____ Applicant Name: _____ Signature: _____

TABLE R402.1.2

INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT^a

- a) R-values are minimums. *U*-factors and SHGC are maximums. When insulation is installed in a cavity which is less than the label or design thickness of the insulation, the installed *R*-value of the insulation shall not be less than the *R*-value specified in the table.
- b) The fenestration *U*-factor column excludes skylights. The SHGC column applies to all glazed fenestration. Exception: Skylights may be excluded from glazed fenestration SHGC requirements in climate zones 1 through 3 where the SHGC for such skylights does not exceed 0.30.
- c) "15/19" means R-15 continuous insulation on the interior or exterior of the home or R-19 cavity insulation at the interior of the basement wall. "15/19" shall be permitted to be met with R-13 cavity insulation on the interior of the basement wall plus R-5 continuous insulation on the interior or exterior of the home. "10/13" means R-10 continuous insulation on the interior or exterior of the home or R-13 cavity insulation at the interior of the basement wall.
- d) R-5 shall be added to the required slab edge *R*-values for heated slabs. Insulation depth shall be the depth of the footing or 2 feet, whichever is less in Climate Zones 1 through 3 for heated slabs.
- e) There are no SHGC requirements in the Marine Zone.
- f) Basement wall insulation is not required in warm-humid locations as defined by [Figure R301.1](#) and [Table R301.1](#).
- g) Or insulation sufficient to fill the framing cavity, R-19 minimum.
- h) The first value is cavity insulation, the second value is continuous insulation, so "13+5" means R-13 cavity insulation plus R-5 continuous insulation.
- i) The second *R*-value applies when more than half the insulation is on the interior of the mass wall.

TABLE R402.1.4

EQUIVALENT *U*-FACTORS^a

- a) Nonfenestration *U*-factors shall be obtained from measurement, calculation or an approved source.
- b) When more than half the insulation is on the interior, the mass wall *U*-factors shall be a maximum of 0.17 in Climate Zone 1, 0.14 in Climate Zone 2, 0.12 in Climate Zone 3, 0.087 in Climate Zone 4 except Marine, 0.065 in Climate Zone 5 and Marine 4, and 0.057 in Climate Zones 6 through 8.
- c) Basement wall *U*-factor of 0.360 in warm-humid locations as defined by [Figure R301.1](#) and [Table R301.1](#).

CONSTRUCTION DOCUMENTS

R103.2 Information on construction documents.

Construction documents shall be drawn to scale upon suitable material. Electronic media documents are permitted to be submitted where *approved* by the *code official*. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed, and show in sufficient detail pertinent data and features of the *building*, systems and equipment as herein governed. Details shall include, but are not limited to, the following as applicable:

1. Insulation materials and their *R*-values.
2. Fenestration *U*-factors and solar heat gain coefficients (SHGC).
3. Area-weighted *U*-factor and solar heat gain coefficients (SHGC) calculations.
4. Mechanical system design criteria.
5. Mechanical and service water-heating system and equipment types, sizes and efficiencies.
6. Equipment and system controls.
7. Duct sealing, duct and pipe insulation and location.
8. Air sealing details.

R103.2.1 Building thermal envelope depiction.

The *building's thermal envelope* shall be represented on the construction documents.



2015 IECC PERFORMANCE TESTING COMPLIANCE CERTIFICATE

Job Address: _____

Date: _____

Building Permit Number: BP _____

DUCT LEAKAGE TESTING VERIFICATION

Choose option used for compliance: per 2015 IECC Section R403.3.4, system tested @ 25 Pascals across, including the manufacturer's air handler enclosure.

- Rough- in test Option** (see code for test specifics) Results of test: _____ CFM
- Post Construction Option** (see code for test specifics): Results of test: _____ CFM

I certify that I have conducted a duct blaster test and it has passed the requirements of the 2015 International Energy Conservation Code. I further certify that I am certified to perform duct testing, leakage test certified by national or state organizations as approved by the Building Official. I certify I am an independent third – party entity, nor am I employed or have any financial interest in the Company that constructs the structure.

BPI Certification Number – Agency: _____

Printed Name of Inspector / Testing Technician: _____

Signature of Inspector / Testing Technician: _____

BUILDING THERMAL ENVELOPE LEAKAGE TESTING VERIFICATION

Compliance requirements: per 2015 IECC Section R402.4.1.2, building thermal envelope tested @ 50 Pascals in accordance with ASTM E779 or ASTM E1827 to verify an air leakage of not exceeding three air changes per hour.

Building Thermal Envelop Leakage Testing: Results of Test: _____ air changes per hour

I certify that I have conducted an air leakage test and it has passed the requirements of the 2015 International Energy Conservation Code. I further certify that I am certified to perform air infiltration testing certified by national or state organizations as approved by the Building Official. I certify I am an independent third – party entity, nor am I employed or have any financial interest in the Company that constructs the structure.

BPI Certification Number – Agency: _____

Printed Name of Inspector / Testing Technician: _____

Signature of Inspector / Testing Technician: _____