

**TOWN OF TOPSHAM
RESIDENTIAL BUILDING
PERMIT APPLICATION**

Date: _____

Site Address: _____

Property Use: _____

Type of Work

- New Structure
- Addition
- Renovation
 - o For renovations, include the cost of building construction *excluding* non-structural repairs/replacements, all decorative changes, all plumbing/electrical/gas/mechanical:
\$ _____

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 _____

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 #: _____

Map: _____ Lot: _____ Lot Area: _____

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, 2015 IRC R105.2, 2015 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, 2015 IRC R110.1, 2015 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, Wall 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

Required Inspections:

- Foundation prior to backfill _____

- Framing _____

- Plumbing Rough prior to cover – SEE PLUMBING PERMIT

- 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
- 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

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

Insulation (If building has a heating system installed)

- Show insulation R-Values or compliance with the IECC 2009 for Residential buildings

The building code in Topsham is the Maine Uniform Building and Energy Code (MUBEC), please see the Bureau of Building Codes and Standards for more information <https://www.maine.gov/dps/fmo/building-codes>

- Electrical Rough _____

- 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 _____

6. Insulation (If over unconditioned space)

Insulation type _____ R-value _____

Exterior Wall Framing

1. Stud

Size _____

Spacing _____

2. Insulation (If heated space)

Insulation type _____ R-value _____

3. Header

Material _____
Clear span _____
Size _____

4. Sheathing

Type _____
Thickness _____

5. Siding

Type _____

Interior Bearing Wall

1. Stud

Size _____
Spacing _____

2. Header

Material _____
Clear span _____
Size _____

Ceiling

1. Joist

Size _____
Spacing _____
Clear Span _____

Roof

Pitch _____
Covering _____
Underlayment _____
Ice Barrier _____
Sheathing _____
Ventilation _____
Insulation type _____ R-value _____

Truss: Provide Engineered Truss Plan from truss manufacturer

Rafter

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

Interior

Floor Finish _____
Wall Finish _____
Ceiling Finish _____

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.