

Town of Berwick

11 Sullivan Street, Berwick, Maine 03901
Phone: (207) 698-1101 Fax: (207) 698-5181
Website: www.berwickmaine.gov

Permit # 2026 -

Map _____ Lot _____
Zone _____ Overlay _____

BUILDING PERMIT APPLICATION

No permits will be issued the day an application is submitted. Please allow 10 business days for review.

All permits are to be picked up within 90 days of issuance or shall be deemed null and void.

A Stop Work order will be issued and the appropriate fees applied if work begins prior to this permit being picked up.

1. **Project Location:** _____
2. **Owner of Record:** _____
Mailing Address: _____
Telephone: _____ Email: _____
3. **Applicant (if other than owner):** _____
Mailing Address: _____
Telephone: _____ Email: _____
4. **General Contractor (if other than applicant):** _____
Mailing Address: _____
Telephone: _____ Email: _____
5. Total Square Footage of proposed work: _____ Cost of Project: _____
Public Sewer ☐ Public water ☐
Is this property in a subdivision? Yes ☐ No ☐
Are there other dwelling units on this lot? Yes ☐ No ☐
6. Type of permit requested:
New Commercial _____ Commercial Tenant Fit-up _____ Commercial Change of Use _____
New Single-Family Dwelling _____ Single Family Addition or Alteration _____
Generator _____ Shed _____ Deck _____ Garage/Barn/Outbuilding (other than shed) _____
Other (Specify) _____
7. Complete Description of Project:

8. Who should we contact when the permit is ready? _____
Phone: _____ Email: _____
9. Will the work add any new bedrooms to the structure? _____ If so, # of added bedrooms: _____
10. Are there any Deed restrictions on the property? Yes ☐ No ☐ (If yes, please attach a copy)

19. Will you disturb (clear and grub) one or more acres of land as part of this project?

___Yes ___No

(If yes, you will need to apply for either the Maine Construction General Permit, or a Permit by Rule from Maine DEP and provide a copy of the application)

NOTE TO APPLICANT - PLEASE READ and SIGN BELOW

By signing below, I understand:

- 1) Building Permit will expire after 12 months if the foundation is not installed, unless weather conditions prevent construction.
- 2) The Front Yard Setback is from the property line, not the edge of the pavement or gravel.
- 3) I will notify the Code Enforcement Officer of any changes in any information, plans or project specifications.
- 4) I will call for all required inspections indicated on the permit *at least 24 hours in advance*.
- 5) I will obtain a Certificate of Occupancy from the Code Enforcement Officer **prior to occupying the structure or property, or establishing a new use.**
- 6) I will abide by the existing ordinances of the Town of Berwick, and the laws and regulations of the State of Maine which authorize the issuance of this permit.
- 7) The Code Enforcement Officer may require a Foundation Certification.

I hereby certify that I am the owner of record of the named property, or that I have been authorized by the owner to act as his/her agent to obtain this permit. If a permit for the work described in this application is issued, I certify that the Code Offices authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforcer the provisions of the codes applicable to this permit.

Signature of Applicant

Date

- Owners signature is required. If application is submitted by Owners Agent, Agent must have letter of authorization from owner allowing Agent to act on Owners behalf.
- Cost of Project to include all materials and labor, including donated materials, volunteer labor, or work completed by owner.
- Demolition permits required for all demolition, including interior demolition required for alterations.
- Plumbing permits are separate permit. Owners may apply for plumbing permit if completing work in their own residence. All others require the plumber to pull the permit.
- Electrical permits are handled through the State.
- Mechanical permits are separate.
- Spec sheets required for all engineered materials including LVLs and truss packages
- No structural plans required for sheds under 200 square feet. All other projects require submittal of structural plans.
- Any structure over 600 square feet requires frost protection.
- Square footage applies to each level of a structure

Documents Required for Complete Application Packet Submittal

All Projects:

- Copy of the deed
- 1 copy of floor plan showing dimensions of each area and use
- 1 copy of construction detail (foundation plans, floor plans, cross sections, elevations)
- Driveway permit for all Town roads. (does not apply to private roads)
- 1 copy 11"x17" of sprinkler schematic & permit for State fire Marshall's office (if required)
- Copy of plot plan with setbacks indicated
- Copy of any spec sheets for manufactured materials
- HHE-200 (if New Home with Private Septic)
- Letter granting Permission from Maine Water & the Sewer Dept. if applicable

Plot plans to include:

- 11"x17" copy of site/plot plan with all structure footprints with setbacks on plan showing measurements submitted with each permit. (examples available)
- Silt fence locations
- Readable 11"x17" construction plans including foundation plans. 1 Copy
- Surveyors must have the lot staked for set inspection

Construction drawings to include:

- Cross sections with framing, foundation details and R-values (examples available)
- Floor plans and elevations
- Window and door schedules
- Foundation plans
- 1 copy of septic design; OR
- Approval from Berwick Sewer district IF on public utilities
- Plot plan

A complete set of plans must be brought to the State Fire Marshalls Office to be considered for review for all commercial projects. The State Fire Marshall may be contacted at 207-626-3880. For projects requiring State Fire Marshall review, you must bring a stamped set to this office from the State Fire Marshalls Office prior to a building permit being issued by the Town of Berwick.

This Code Office may require additional information prior to the issuance of this permit.

Absolutely no site work may be done until erosion control measures are in place.
A Certificate of Occupancy must be obtained and picked up before the structure may be occupied