

Building Permit Application Checklist

When are building permits required?

Town of New Gloucester Zoning Ordinance Article 6.1.1 Building Permit: No building or other structure shall be erected, moved, added to, or structurally altered without a building permit therefore, issued by the Code Enforcement Officer.

The following information is necessary to obtain a building permit:

Each permit application must be accompanied by an approved Res Check form for the project (see Rescheck.com) to comply with the new Maine State Energy Code

New Home

1. If a new lot, a survey of the lot.
2. Each developable property shall have vehicular and utility access from abutting town ways, public easements, or private roads. Proof of access is required.
3. Three copies of HHE-200, Application for Subsurface Waste Disposal (NO FAXS)
4. Proof of ownership of legal lot (recorded deed) or other legal right to build at proposed location.
5. A full set of construction plans including:
 - Elevations
 - Framing cross section
 - Foundation plan
 - Floor plan (each room labeled)
6. Plot Plan (Lot size and accurate locations of all existing or proposed structure locations with setbacks, signed and dated. Measurements from the property lines, not the edge of the road.
7. Driveway location and appropriate permit for access (town or state , private ways not required) Must have accurate measurement from nearest driveway or intersecting street to obtain a house number.
8. Completed building permit, with map and lot numbers

Please be aware that structurally complicated buildings must be reviewed by an engineer.

Additions

1. Floor plans showing existing structure and proposed changes.
2. Framing plan (showing pier location and dimensions)
3. Framing cross sections
4. Plot plan: lot size and accurate locations of all existing and proposed structure locations with setbacks signed and dated.
5. Completed building permit, with map and lot numbers
6. A copy of HHE-200 (if additional bedrooms) to show present system will support expansion.

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Free Standing Garages, Decks, Porches, Sunrooms

1. Foundation plan and floor plan for each floor
2. Detached non-dwelling structure with over 600 square feet must have a frost wall, or require an engineers stamp on the design for posts or a slab
3. Deck construction on sonotubes must be at least 48 inches below grade and fastened. If 8” tubes are used a piece of #4 rebar should be run vertically through the tube. 10” tubes are recommended.
4. Framing cross sections
5. Plot plan, showing size and location of all existing and proposed structures with setbacks signed and dated.
6. Completed building permit, with map and lot numbers
7. Sheds under 200 square feet do not require permit.

Renovations (Alterations which DO NOT increase the foot print of the house)

1. Floor plans showing existing and proposed.
2. Framing cross sections, showing support beams
3. Completed building permit, with map and lot numbers