



STATE OF MAINE
DEPARTMENT OF HUMAN SERVICES
DIVISION OF HEALTH ENGINEERING
10 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0010

ANGUS S. KING, JR.
GOVERNOR

KEVIN W. CONCANNON
COMMISSIONER

NOTICE TO PERMIT APPLICANTS

The State of Maine requires a permit for any plumbing (internal) and septic system (external) before the work is to begin.

The Local Plumbing Inspector is required by Maine State Law to do at least two inspections on the internal plumbing and external septic system permits.

It is up to the applicant of the internal plumbing permit to notify the Local Plumbing Inspector with at least a 24 hour notice for the inspection after the rough-in plumbing is complete and after the finish plumbing is complete.

It is also, up to the applicant of the external septic permit to notify the Local Plumbing Inspector with a 24 hour notice for the inspection of the septic system before it is covered and after it has been covered.

Failure to do so will result in the permit not being finally inspected. Therefore, incomplete and not valid.

When applying for permits, please make sure that the applicant listed is the person doing the work and the owner is the owner of the property being permitted.

Also, please check with your local plumbing inspector to see if there are any local ordinances in addition to this that you must follow.

Brent Lawson, State Plumbing Inspector
Wastewater and Plumbing Control Program
Division of Health Engineering
e-mail: brent.lawson@state.me.us or phone 207-287-5670



PRINTED ON RECYCLED PAPER

SECTION V: OTHER

1. OWNER HAS PROVIDED: (If required)

For Code Enforcement Officer Use Only

- Approved Septic System Design
- Permit By Rule
- Certified Elevation by Professional Land Surveyor
- Other _____

2. INSPECTION CHECKLIST

For Code Enforcement Officer Use Only

- Erosion Control
- Setbacks
- Prior to Occupancy
- Other _____

3. FEES

For Office Use Only

- 1. Erosion Control _____
- 2. Building Permit _____
- 3. Demo _____
- 4. Moving _____
- TOTAL FEES _____
- DATE PAID: _____
- CHECK NO.: _____
- AMOUNT: _____

NOTE: All Fees are Non-Refundable and Non-Transferable. Fees MUST be paid in full prior to any review

4. PERMIT DURATION

Construction must begin and 30% completion within 12 months of the date of issuance. The Town of Newport may grant (1) one 12 month extension with no additional fees. New zoning changes may affect projects that do not begin within 12 months.

5. RESOURCES (these are suggested but not limited to the following)

We encourage all Applicants to review the following resources as it applies to their project:

- 1. MAINE SHORELAND ZONE—A Handbook for Shoreland Owners, a copy can be obtained online at:
<http://www.maine.gov/dep/blwq/docstand/sz/citizenguide.pdf>
- 2. MAINE EROSION AND SEDIMENT CONTROL BMP's, information and copies can be found online at:
<http://www.maine.gov/dep/blwq/docstand/escbmps/>
- 3. THE NATURAL RESOURCES PROTECTION ACT, information and copies can be found online at:
<http://www.maine.gov/dep/blwq/docstand/nrpapage.htm>

SECTION IV: EROSION CONTROL
Only applies to projects within the Shoreland Zone

1. Does the property or lot fall within the Town of Newport's EROSION CONTROL ORDINANCE?

YES

NO

If, YES, Please complete the remainder of Section IV

2. Describe the Erosion Control Practices that you will be using for this project

3. **PLOT PLAN**—Show Erosion Control devices such as silt fence, hay bales, stone check dams, etc. You may draw a Plan here or include erosion control devices on the Plot Plan on Page 5.

SECTION III: SHORELAND ZONING

1. DOES THE PROPERTY OR LOT FALL WITHIN THE TOWN OF NEWPORT'S SHORELAND ZONING ORDINANCE? YES NO

If, NO, please skip over the remainder of Section III

2. **SHORE FRONTAGE**
Does the property or lot have at least 200 feet of Continuous Shorefrontage? YES NO

If NO, did the lot exist on the TOWN OF NEWPORT'S Tax Maps prior to (date Ordinance was adopted)?

YES NO

3. **LOT SIZE**
A. Is the property or lot at least 40,000 square feet in size? YES NO

If NO, did the lot exist on the Town of Newport's Tax Maps prior to (date Ordinance was adopted)?

YES NO

B. If the lot is LESS THAN 40,000 square feet can ALL of the Setbacks be met in accordance with the Town of Newport's LAND USE ORDINANCES? (Also refer to Section II, Paragraph 13)

YES NO

4. **LOT COVERAGE** - For portion of lot that is within the Shoreland Zone

Existing Structure	_____	Square Feet
Existing Decks/Patios	_____	Square Feet
Existing Driveway/Parking	_____	Square Feet
New Structures	_____	Square Feet
New Decks/Patios	_____	Square Feet
New Driveway/Parking	_____	Square Feet
Other Non-Vegetated Areas	_____	Square Feet
A. TOTAL LOT COVERAGE	_____	SQUARE FEET
B. TOTAL LOT SIZE WITHIN SHORELAND ZONE		_____ SQUARE FEET
C. LOT COVERAGE PERCENT (= A/B X 100%) =		_____ %

5. **ALTERATIONS & ADDITIONS**
Have there been any alterations or additions to any structures since January 1st, 1989? YES NO

6. **PARKING, ROADS & DRIVEWAYS**
A. Are all parking areas, roads and driveways at least 100 feet from the high water mark? YES NO

B. Are the existing grades steeper than 20%? YES NO
If yes, please provide the slope _____ %

Setbacks for Roads & Driveways *MUST* be increased an additional 10 feet for every 5% increase in slope over 20%. All Roads & Driveways must be constructed with grades NO STEEPER than 10%.

7. **FLOOD PLAIN**
A. Is the bottom of the 1st Floor or Basement at least 1 foot above the Flood Plain? YES NO

B. Certified by _____ Date _____
Professional Land Surveyor

NOTE: This requirement is at the discretion of the Planning Board and/or Code Enforcement Officer

SECTION II: PROJECT INFORMATION—Continued

19. EXTERIOR VIEW Please draw an exterior view or elevation of the structure. There **MUST** be a view or elevation for **EACH** side of the structure. This drawing must show dimensions — **PLEASE NOTE:** Scaled drawings are preferred and can be attached to this **APPLICATION**

SECTION II: PROJECT INFORMATION—Continued

18. FLOOR PLAN Please draw a floor plan of the structure. There **MUST** be a floor plan for **EACH** floor including basement if applicable and **MUST** show all decks, porches or patios. If the structure is an addition and/or renovation clearly show existing conditions and the new proposed structure and/or improvements. This drawing must show dimensions — **PLEASE NOTE:** Scaled drawings are preferred and can be attached to this **APPLICATION**

SECTION II: PROJECT INFORMATION—Continued

17. **PLOT PLAN** - Please draw a plan of the property and show all existing structures, drives, parking, decks, patios, well, septic system, etc. This drawing must show property lines and dimensions as well as setback dimensions — PLEASE NOTE: Scaled drawings are preferred and can be attached to this APPLICATION. Please indicate magnetic NORTH.

For projects within the SHORELAND ZONE please clearly show the 100 ft. Shoreline Setback (from High Water Mark) AND if you are EXPANDING an existing structure please show how the structure existed on January 1, 1989 for determining the 30% Expansion Rule.

SECTION II: PROJECT INFORMATION—Continued

5. HEIGHT OF BUILDING (New Building)

OUTSIDE GRADE TO 1ST FLOOR (At Lowest Grade OR Greatest Dimension) _____

EAVE HEIGHT (From 1st Floor to Eave) _____

EAVE TO PEAK OF ROOF _____

TOTAL HEIGHT OF BUILDING _____

6. HEIGHT OF BUILDING (Addition/Alteration to Existing Building)

OUTSIDE GRADE TO 1ST FLOOR (Existing at Lowest Grade) _____

OUTSIDE GRADE TO 1ST FLOOR (Proposed Additional Height) _____

PRESENT EAVE HEIGHT (From 1st Floor to Eave) _____

NEW EAVE HEIGHT _____

EAVE TO PEAK OF ROOF (Existing) _____

EAVE TO PEAK OF ROOF (New Roof or 2nd Floor) _____

NEW ADDITION OR ROOF WILL BE HOW MUCH HIGHER THAN EXISTING _____

TOTAL HEIGHT OF PROPOSED BUILDING (From Lowest Grade to Peak) _____

7. NUMBER OF BATHROOMS

PRESENT _____

NEW/PROPOSED _____

TOTAL _____

8. NUMBER OF BEDROOMS

PRESENT _____

NEW/PROPOSED _____

TOTAL _____

9. SEWAGE DISPOSAL SYSTEM

PRIVATE

PUBLIC

IF PRIVATE, THE CURRENT SEPTIC SYSTEM IS DESIGNED FOR _____ BEDROOMS

SECTION II: PROJECT INFORMATION

1. **PROJECT DESCRIPTION**—Briefly describe the Project. Include all new structures and any additions, existing buildings (if any), any work that will alter or renovate the existing building and any exterior work such as drive-ways, parking, septic system, etc.

2. **PROJECT IS:** (Please check ALL that apply)
- New Building—No existing structures or drives exist on property
 - New Building—Property currently contains existing structures
 - Addition to Existing Building
 - Modification, Renovation or Alteration of Existing Building
 - Excavation, Grading, Etc.
 - New Driveway(s) or Parking

3. NUMBER OF STORIES	
PRESENT	_____
NEW/PROPOSED	_____
TOTAL	_____

4. SIZE OF BUILDING	
A. New Building (Include ALL levels)	_____ SQ. FT.
B. New Addition	_____ SQ. FT.
C. New Deck(s)	_____ SQ. FT.
D. Existing Structure(s)	EXISTING BUILDING IS _____ SQ. FT.
	EXISTING DECK(S) IS _____ SQ. FT.
	TOTAL SQUARE FEET _____
OTHER BUILDINGS (Sheds, garage, etc)	_____ SQ. FT.
TOTAL ALL BUILDINGS	_____ SQ. FT.

TOWN OF NEWPORT

PHONE: 207-368-4410

FAX: 207-368-3265

E-MAIL: ceo@newportmaine.net

**APPLICATION FOR BUILDING AND/OR USE
PERMIT**

FOR OFFICE USE ONLY

PERMIT NO _____

FEE AMOUNT: _____

DATE ISSUED: _____

APPROVED BY: _____

SECTION I: GENERAL INFORMATION

1. PROPERTY OWNER & PROJECT ADDRESS

OWNER: _____

PROJECT ADDRESS: _____

PHONE: Daytime: _____
Evenings: _____
Cell: _____

E-mail: _____

2. APPLICANT

NAME: _____

ADDRESS: _____

PHONE: Daytime: _____
Evenings: _____
Cell: _____

E-mail: _____

PLEASE NOTE: If someone other than the Property Owner is submitting the APPLICATION for review, a letter stating that the individual is a Duly Authorized Representative of the Owner must be attached to this APPLICATION.

3. CONTRACTOR

NAME: _____

ADDRESS: _____

PHONE Daytime: _____
Evenings: _____
Cell: _____

E-mail: _____

4. MAP

5. LOT

6. CONTIGUOUS LOTS

LOT NO.(S) _____

7. LOT OF RECORD

WHAT YEAR? _____

8. PROPOSED USE

9. PROJECT COST

10. MOBILE HOME - ALL Mobile Homes *MUST* be newer than 1976

Year: _____ Make: _____

Model: _____ Serial No. _____

SECTION VI: APPROVAL

I. THIS BUILDING PERMIT IS:

APPROVED

If any portion of the property or project is located within 250 feet of any shoreland (lake, pond, river, stream, brook, etc.) as defined by the Maine Department of Environmental Protection the owner **MUST** obtain an **EROSION CONTROL PERMIT** from the Town of Newport prior to beginning any work.

Conditions of Approval

DENIED

Approval Denied following reason(s):

- Non conformance with the Shoreland Zoning Ordinance
- Exceeds the 30% square foot expansion rule
- Exceeds the 30% cubic footage expansion rule
- Exceeds the 20% lot coverage for structures, drives and hard surfaces (non vegetated areas)
- Non conformance with Flood Plain
- Lack of Information
- Other

2. REVIEW STATEMENT

This review is based on the information provided and does not represent that there could be potential violations of current or past ordinances, laws or requirements due to construction means and methods, information not provided by owner, or other reasons. The Planning Board AND/OR Code Enforcement Officer reserves the right to DENY this application for any other reason(s) and/or for the same reason(s) if adequate information is not provided at any subsequent review or meeting.

3. OWNER RESPONSIBILITY & SIGNATURE:

The OWNER certifies that the Information provided in this application is accurate and true. All proposed uses shall be in conformance with this application and owner will allow any inspections to occur at Reasonable Hours by the local CEO or other authorized representatives of the Town of Newport. NO changes to this building permit application can be made without prior written approval of the CEO and may require review by the Planning Board.

Signed _____ dated _____
Owner or Authorized Representative

Signed _____ dated _____
Contractor

Signed _____ dated _____
For the Town of Newport, Planning Board

Signed _____ dated _____
Town of Newport Code Enforcement Officer

Please Note: It is the Owner's responsibility to conform to any and all local and state ordinances, laws, or requirements including but not limited to the following: Shoreland Zoning, Permit by Rule, Erosion Control, Flood Plain, and/or D.E.P requirements.