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
### 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/nrpage.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  
   - Existing Decks/Patios  
   - Existing Driveway/Parking  
   - New Structures  
   - New Decks/Patios  
   - New Driveway/Parking  
   - Other Non-Vegetated Areas  
   
   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  
      - Professional Land Surveyor  
      - Date

**NOTE:** This requirement is at the discretion of the Planning Board and/or Code Enforcement Officer
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
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.
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.
<table>
<thead>
<tr>
<th>10. WATER SUPPLY</th>
<th>□ PRIVATE WELL</th>
<th>□ PUBLIC WATER</th>
</tr>
</thead>
<tbody>
<tr>
<td>IF PRIVATE, WELL, IS IT</td>
<td>□ DRILLED</td>
<td>□ DUG</td>
</tr>
<tr>
<td>DEPTH OF WELL IS _________ FEET</td>
<td></td>
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<tr>
<td>IF PUBLIC WATER,</td>
<td>Signed Water Company Superintendent</td>
<td>Date</td>
</tr>
</tbody>
</table>

11. ROAD FRONTAGE 12. LOT SIZE

_______ FEET

_______ SQUARE FEET OR

_______ ACRES

13. SETBACKS

(Check one box below for each side)

FRONT IS _____ FEET FROM □ ROAD □ SHORELINE □ PROPERTY LINE
SIDE IS _____ FEET FROM □ ROAD □ SHORELINE □ PROPERTY LINE
SIDE IS _____ FEET FROM □ ROAD □ SHORELINE □ PROPERTY LINE
BACK IS _____ FEET FROM □ ROAD □ SHORELINE □ PROPERTY LINE

SHORELINE means the 'High Water Mark'

14. LOT COVERAGE (See also Section III, Paragraph 4)

How much of the LOT is Non-Vegetated

PRESENT ________ %

NEW/PROPOSED ________ %

TOTAL ________ %

15. NUMBER OF DWELLING UNITS THAT ARE ON THE LOT

PRESENT ________

NEW UNITS ________

16. IS THERE MORE THAN 1 USE EXISTING ON THE PROPERTY? □ YES □ NO

If YES, please provide a description below

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
## SECTION II: PROJECT INFORMATION—Continued

### 5. HEIGHT OF BUILDING (New Building)

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
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<tbody>
<tr>
<td>OUTSIDE GRADE TO 1ST FLOOR (At Lowest Grade OR Greatest Dimension)</td>
<td></td>
</tr>
<tr>
<td>EAVE HEIGHT (From 1st Floor to Eave)</td>
<td></td>
</tr>
<tr>
<td>EAVE TO PEAK OF ROOF</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL HEIGHT OF BUILDING</strong></td>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUTSIDE GRADE TO 1ST FLOOR (Existing at Lowest Grade)</td>
<td></td>
</tr>
<tr>
<td>OUTSIDE GRADE TO 1ST FLOOR (Proposed Additional Height)</td>
<td></td>
</tr>
<tr>
<td>PRESENT EAVE HEIGHT (From 1st Floor to Eave)</td>
<td></td>
</tr>
<tr>
<td>NEW EAVE HEIGHT</td>
<td></td>
</tr>
<tr>
<td>EAVE TO PEAK OF ROOF (Existing)</td>
<td></td>
</tr>
<tr>
<td>EAVE TO PEAK OF ROOF (New Roof or 2nd Floor)</td>
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<tr>
<td><strong>NEW ADDITION OR ROOF WILL BE HOW MUCH HIGHER THAN EXISTING</strong></td>
<td></td>
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<tr>
<td><strong>TOTAL HEIGHT OF PROPOSED BUILDING (From Lowest Grade to Peak)</strong></td>
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### 7. NUMBER OF BATHROOMS

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
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<tbody>
<tr>
<td>PRESENT</td>
<td></td>
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<tr>
<td>NEW/PROPOSED</td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
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### 8. NUMBER OF BEDROOMS

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
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<tbody>
<tr>
<td>PRESENT</td>
<td></td>
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<tr>
<td>NEW/PROPOSED</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
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### 9. SEWAGE DISPOSAL SYSTEM

<table>
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<tr>
<th>Description</th>
<th>Value</th>
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<tbody>
<tr>
<td>□ PRIVATE</td>
<td></td>
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<tr>
<td>□ PUBLIC</td>
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</table>

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 driveways, parking, septic system, etc.

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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)  SQUARE FT.
   - B. New Addition                                           SQUARE FT.
   - C. New Deck(s)                                             SQUARE FT.
   - D. Existing Structure(s)                                  SQUARE FT.
   - EXISTING BUILDING IS                                      SQUARE FT.
   - EXISTING DECK(S) IS                                       SQUARE FT.
   - TOTAL SQUARE FEET                                         SQUARE FT.
   - OTHER BUILDINGS (Sheds, garage, etc)                      SQUARE FT.
   - TOTAL ALL BUILDINGS                                       SQUARE FT.
**TOWN OF NEWPORT**  
PHONE: 207-368-4410  
FAX: 207-368-3265  
E-MAIL: ceo@newportmaine.net

APPLICATION FOR BUILDING AND/OR USE PERMIT

<table>
<thead>
<tr>
<th>SECTION I: GENERAL INFORMATION</th>
</tr>
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<tbody>
<tr>
<td>1. PROPERTY OWNER &amp; PROJECT ADDRESS</td>
</tr>
<tr>
<td>OWNER:</td>
</tr>
<tr>
<td>PROJECT ADDRESS:</td>
</tr>
<tr>
<td>PHONE: Daytime:</td>
</tr>
<tr>
<td>Evenings:</td>
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<tr>
<td>Cell:</td>
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<td>E-mail:</td>
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**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.

<table>
<thead>
<tr>
<th>3. CONTRACTOR</th>
<th>4. MAP</th>
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<tbody>
<tr>
<td>NAME:</td>
<td></td>
</tr>
<tr>
<td>ADDRESS:</td>
<td></td>
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<tr>
<td>PHONE Daytime:</td>
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<td>Evenings:</td>
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<td>Cell:</td>
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<th>5. LOT</th>
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<tr>
<td>6. CONTIGUOUS LOTS</td>
</tr>
<tr>
<td>LOT NO.(S)</td>
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<tr>
<th>7. LOT OF RECORD</th>
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<tbody>
<tr>
<td>WHAT YEAR?</td>
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</table>

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<tr>
<th>8. PROPOSED USE</th>
<th>9. PROJECT COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. MOBILE HOME - ALL Mobile Homes MUST be newer than 1976</td>
<td></td>
</tr>
<tr>
<td>Year:</td>
<td>Make:</td>
</tr>
<tr>
<td>Model:</td>
<td>Serial No.:</td>
</tr>
</tbody>
</table>
SECTION VI: APPROVAL

1. 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.