



TOWN OF FREEPORT
Department of Codes Enforcement
30 Main Street
Freeport, ME 04032
(207) 865-4743 ext. 102

GENERAL REQUIREMENTS FOR A BUILDING PERMIT

1. When applicable, submit an approved Driveway Entrance Permit. If you are on a State road, you need a permit from the Maine Department of Transportation (MDOT), if you are on a Town road, a permit from the Freeport Department of Public Works is required. This is needed before your building permit can be issued. (Note: If your driveway is coming off of a private road, this permit is not required).
2. Submit a completed building permit form along with:
 - a) (2) sets of construction prints, 11" x 17" preferred, with sufficient clarity to determine code compliance (applicant gets (1) approved copy returned.)
 - b) A Plot Plan showing the proposed and existing construction location and measurements all property lines and any existing septic and well location, and separation distances between.
3. If a Subsurface Wastewater Disposal System will be used, you must submit (3) copies of completed Subsurface Wastewater Disposal System application.
4. Submit (1) copy of recorded Deed.
5. All subcontractors must fill out respective permits and request required inspections.
6. Where required by the radon, energy and/or ventilation codes, third party inspector certification is required. The name and phone number of the third party inspector must be included on the application for a building permit. For a list of third party inspectors, please visit http://www.maine.gov/decd/meocd/ceo/documents/TPI_list.pdf
7. For any project in the Shoreland Zone where a contractor engages in an activity that causes disturbance of more than one cubic yard of soil, it is required that a DEP certified contractor is on-site (in accordance with State regulations). The certified contractor's information including name, phone and DEP certification number, MUST be included on the building permit form. More information may be obtained at <http://www.maine.gov/dep/land/training/index.html>
7. Any conditions mandated by the Project Review Board and/or Board of Appeals must be completed before the application for a Building Permit will be processed.
8. It is the applicant's responsibility to check with other agencies to see if permits are required (ie: Freeport/South Freeport Water District, Department of Environmental Protection, State Fire Marshall, etc...) When required to be submitted, approved permits shall be included with the building permit submission package.
9. The applicant is responsible for researching all deed restrictions, covenants, and/or subdivision notes which may affect their property over and above Town standards.
10. You must call for a final Certificate of Occupancy (C.O.) inspection, which must be issued before any structure for which a permit has been issued can be used or occupied. Written documentation of third party certification of inspection and compliance (for energy and ventilation codes) is required before the C.O. can be scheduled for all new conditioned spaces.

Current Codes (effective 12/01/10)

Building -

2009 International Building Code (IBC)
2009 International Existing Building Code
2009 International Residential Code (IRC)

Energy - 2009 International Energy Conservation Code (IECC)

Ventilation - The American Society of Heating, Refrigerating and Air-Conditioning Engineers, Standards (ASHRAE)

Standard 62.1-2007: Ventilation for Acceptable Indoor Air Quality
Standard 62.2-2007: Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings
Standard 90.1-2007: Energy Standard for Buildings (except Low-Rise Residential Buildings), editions without addenda

Radon -The American Society for Testing and Materials (ASTM)
E-1465-06: Standard Practice for Radon Control Options for the Design and Construction of New Low-Rise Residential Buildings

Electric - Current National Electric Code (NEC)

Internal Plumbing - 2009 Uniform Plumbing Code (State of Maine)

External Plumbing - 2009 Maine Subsurface Waste Water Disposal Rules

Useful Phone Numbers

Central Maine Power Company: (800)750-4000
Department of Environmental Protection (Southern Maine Regional Office): (888)769-1036
Dig Safe: 811 or 888-DIG-SAFE
Freeport Fire Department: (207)865-3421
Freeport Public Works Department: (207)865-4461
Freeport Sewer District: (207)865-3540
Maine Water Company: (800)287-1643
Maine Natural Gas: (207) 729-0420 or 1-877-867-1642
Office of the Maine State Fire Marshal (sprinkler permits and non-residential projects):
(207)626-3880

TOWN OF FREEPORT - APPLICATION FOR BUILDING PERMIT

30 Main Street

Freeport, Maine 04032

Ph: 207-865-4743 ext. 102

PERMIT #: _____

I: General Information

Project Name: (ie: tenant, business etc)

Applicant Name:

Applicant
Phone Number:

Applicant Mailing Address:

Property Owner Name:

Property Owner
Phone Number:

Property Owner Mailing Address:

Property Owner E-mail Address:

II. Property Information

Address of Property:

Tax Map:

Lot :

Lot Size: _____ (in acres)

Zoning District: _____

Is this property in a flood plain?

Yes No

Ownership of road:

Private Public

Is this property in the Freeport Village Overlay

District? Yes No

Is this property in the Design Review

District? Yes No

Is any of the parcel in the Shoreland Zone?

Yes No

III. Type and Cost of Building

Type of Improvement

- | | |
|--|---|
| <input type="checkbox"/> New building | <input type="checkbox"/> Wrecking / Demolition |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Foundation only |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Moving (relocation) |
| <input type="checkbox"/> Repair, replacement | <input type="checkbox"/> Shed only |
| <input type="checkbox"/> Pool | <input type="checkbox"/> Interior Fit-Up (Commercial) |
| <input type="checkbox"/> Deck / Porch | <input type="checkbox"/> Change of Use |

Proposed Use

- One family
- Two or multi family (_____ units)
- Garage / carport
- Mobile Home : Year _____ Serial # _____
- Non-residential (please specify _____)
- Other (please specify _____)

IV. Third Party Inspectors – THIS SECTION IS FOR NEW HOMES OR ADDITIONS ONLY. ALL OTHERS PROCEED TO SECTION V.

Name of Inspector: _____ Phone Number : _____

Maine TPI Certificate #: _____ Testing option for energy: Visual Air Test

V. Shoreland Zone – This section is for projects with >1 cu yd excavation in the Shoreland Zone (within 250 feet of the measuring line)

Any excavation contractor that engages in an activity that causes disturbance of more than one cubic yard of soil within the Shoreland Zone must ensure that a DEP certified contractor is on-site (in accordance with State regulations).

Name of Contractor: _____ Phone Number : _____

Department of Environmental Protection Contractor Certification Number: _____

VI. Selected Characteristics of Building

Principal Type of Frame

- Masonry (wall bearing)
- Wood frame
- Structural steel
- Reinforced concrete
- Other (pls. specify _____)

Type of Water Supply

- Public
- Private (well)
- Sprinkler System

Dimensions

- i. Number of stories
- ii. Total square footage of all new floor areas, based upon exterior dimensions

House sq. ft. =

Garage sq. ft. =

Total Estimated Cost of Improvements (excluding plumbing and electrical):

\$ _____ .00

Number of off-street parking spaces (garage or driveway)

Number of bedrooms

Type of Sewage Disposal

- Public
- Private (septic)

Number of bathrooms

Partial _____

Full _____

VII. Identification – To be completed by all applicants					
Name		Mailing Address		Zip Code	Tel. #
1. Contractor					
2. Architect or Engineer					
<i>I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as the authorized agent and we agree to conform to all applicable codes of this jurisdiction.</i>					
Signature of applicant		Address (if different from above)		Application Date	
VIII. Zoning District – Required Space Standards					
Front Setback:	Side Setback:	Rear Setback:	Shore Setback:	Road Frontage:	
IX. Plot Plan – Please draw the proposed project and indicate actual setbacks from all property lines.					
Building Permit	\$	Septic Permit	\$		
Impact Fee	\$	Well Permit	\$		
Electrical Permit	\$	Entrance Permit	\$		
Plumbing Permit	\$	Total	\$		
Date Received:	Date Ready:	Mail or Pick Up		Paid or Fee due at pick up	