



Alfred, Maine  
16 Saco Road  
P.O. Box 850, 04002  
(207) 324-5872

# BUILDING PERMIT APPLICATION

Permit# \_\_\_\_\_

Location \_\_\_\_\_

(1) APPLICATION DATE: \_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

Acres \_\_\_\_\_ Present lot coverage \_\_\_\_\_

(2) Owner Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(3) Applicant Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**(4) Type of Permit Requested:**

new structure  addition  remodeling  commercial  move structure  other

(5) Fair Market Value of Project (excluding land): \$ \_\_\_\_\_

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(6) Description of Work (use additional paper if needed). *Detailed plans required for new construction!*

**(7) General Information (check where applicable)**

plumbing permit  SSWD  new electrical service  electrical  new road opening  
 land-use permit

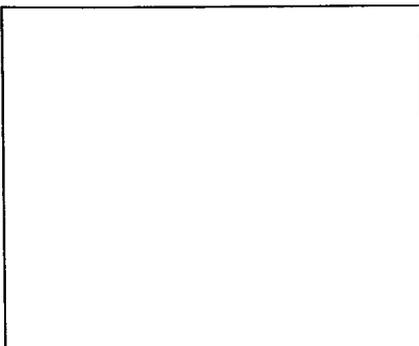
approved sub-division, name of sub-division \_\_\_\_\_

HVAC or other mechanical equipment  well  water test required  Town water

Erosion Control Certification: Name of excavating contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Certification Number: \_\_\_\_\_



**(8) Site Plan Information;** attach a site plan showing the size and location of all the new construction and all existing structures on the site. Include distances from the lot lines, and street(s), an erosion control plan, and distances from the high water marks of marshes, brooks, ponds, rivers and wet lands.

*\*This data must be accurate! Correct information is the property owner's responsibility.\**

**(9) Requirements, conditions and certification**

- a) The person submitting this application has to be the property owner or an agent acting with an affidavit from the property owner giving permission to act as agent.
- b) A copy of the recorded deed must be submitted with this application for a new structure being built on a vacant lot.
- c) Three copies of a Sub-surface Waste Water Design (septic plan), if applicable.
- d) New electrical installation may require inspection or certification, per M.R.S. Title 32, Chapter 17 / 1105.
- e) The Building Official shall, within 14 working days of receipt of an application, issue the permit, or refer the applicant to the proper Board. If no action is taken within 14 working days, this will constitute a denial.
- f) This application for a permit, if granted, is done so with the clear understanding on the part of the applicant and/or property owner, that the construction is to meet the 2009 *Maine Uniform Building and Energy Codes*, N.F.P.A. Life Safety Code 101, Uniform Plumbing Code, SSWD Rules and other DEP or FEMA regulations. Where applicable, ADA 2010 Standards for Accessible Design will apply.
- g) If any changes to the plan whatsoever, in location, design, plans, dimensions, or purposes of use are to be made, the permit holder shall first submit to the Building Official a revised plan showing all changes and a letter stating the reason for the change(s).
- h) If your property is in a *Flood Hazard Zone*, a Elevation Certificate prepared by a registered surveyor will be required. FEMA building requirements will apply.

**(10) INSPECTION REQUIREMENTS:**

**24 hours advanced notice is required for the following required inspections:**

- a) concrete forms, re-bar prior to concrete pour
- b) foundation , damp proofing, drainage prior to back fill
- c) basement dirt grade, 6 mil vapor barrier prior to concrete pour
- d) interior plumbing rough-in prior to drywall or plaster
- e) all framing prior to insulation or covering.
- f) all thermal applications prior to drywall or plaster
- g) acceptable potable water test results prior to Certificate of Occupancy
- h) additional inspections may be required depending on the nature of the project
- i) property house number applied to the structure prior to Certificate of Occupancy
- j) final inspection prior to Certificate of Occupancy

*The applicant and or property owner agree that he/she will comply with all Town of Alfred Ordinance's along with Maine Uniform Building and Energy Codes. Failure to do so will cause the appropriate action to be taken by the Code Enforcement Office.*

**FEEES WILL BE DOUBLE IF WORK BEGINS BEFORE PERMIT IS OBTAINED**

(11) I, the undersigned, have read and understand this application and certify that the information I entered is accurate:

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Signature of Contractor

**FOR CODE ENFORCEMENT OFFICE USE ONLY**

**Required Set Backs:** front \_\_\_\_\_ side \_\_\_\_\_ rear \_\_\_\_\_

Shore land? \_\_\_\_\_ Flood zone? \_\_\_\_\_ Resource protection? \_\_\_\_\_

Building application permit fee calculation: permit fee \$ \_\_\_\_\_

\* based on \$7.00 per thousand

\* \$ 35.00 min.

Certificate of Occupancy \$ 50.00

Or Use

Internal plumbing \$ \_\_\_\_\_ Permit # \_\_\_\_\_

\_\_\_\_\_  
Permit Number

SSWD \$ \_\_\_\_\_ Permit # \_\_\_\_\_

Electrical \$ \_\_\_\_\_ Permit # \_\_\_\_\_

Drive way Entrance \$ \_\_\_\_\_ Permit # \_\_\_\_\_

Other \$ \_\_\_\_\_

**TOTAL FEE DUE \$ \_\_\_\_\_ \* cash or check # \_\_\_\_\_**

**Remarks and permit conditions , Pre-inspection findings:**

**Action by : Planning Board ( ) Zoning Board of Appeals ( ) \*other applications and fees may apply**

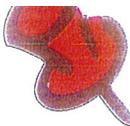
**Building Official Signature** \_\_\_\_\_  
James Allaire CEO, BI, LPI

[ ] Date Approved \_\_\_\_\_

[ ] Date Denied \_\_\_\_\_

**CONTRACTOR INFORMATION, REQUIRED FOR  
CERTIFICATE of OCCUPANCY  
Separate permits may apply!**

- A. Building Contractor \_\_\_\_\_  
Mailing address \_\_\_\_\_  
City/Town/Zip code \_\_\_\_\_  
Phone # \_\_\_\_\_
- B. Plumbing Contractor \_\_\_\_\_  
Mailing address \_\_\_\_\_  
City/Town/Zip code \_\_\_\_\_  
Phone # \_\_\_\_\_ License # \_\_\_\_\_
- C. Heating Contractor \_\_\_\_\_  
Mailing address \_\_\_\_\_  
City/Town/Zip code \_\_\_\_\_  
Phone # \_\_\_\_\_ License # \_\_\_\_\_
- D. Electrical Contractor \_\_\_\_\_  
Mailing address \_\_\_\_\_  
City/Town/Zip code \_\_\_\_\_  
Phone# \_\_\_\_\_ License # \_\_\_\_\_
- E. Masonry Contractor \_\_\_\_\_  
Mailing address \_\_\_\_\_  
City/Town/Zip code \_\_\_\_\_  
Phone # \_\_\_\_\_
- F. Site / Septic Contractor \_\_\_\_\_  
Mailing address \_\_\_\_\_  
City/Town/Zip code \_\_\_\_\_  
Phone # \_\_\_\_\_
- G. Insulating/ventilating Contractor \_\_\_\_\_  
Mailing address \_\_\_\_\_  
City/Town/Zip code \_\_\_\_\_  
Phone # \_\_\_\_\_
- H. Well driller \_\_\_\_\_  
Mailing address \_\_\_\_\_  
City/Town/Zip code \_\_\_\_\_  
Phone # \_\_\_\_\_
- I. Foundation Contractor \_\_\_\_\_  
Mailing address \_\_\_\_\_  
City/Town/Zip Code \_\_\_\_\_  
Phone # \_\_\_\_\_



Codes Office Memo  
JIM ALLAIRE C.E.O.

REQUIRED INSPECTIONS

SUBSURFACE WATE WATER DISPOSAL :

- 1) Site preperation and bottom of bed
- 2) installation of system components
- 3) covering of work

CONCRETE FORMS & RE-BAR PRIOR TO CONCRETE POUR  
FOUNDATION, DAMP PROOFING, DRAINAGE PRIOR TO BACK FILL  
BASEMENT DIRT GRADE PRIOR TO CONCRETE POUR  
INTERIOR PLUMBING ROUGH-IN BEFORE DRYWALL OR PLASTER  
ALL FRAMING PRIOR TO INSULATION  
ALL THERMAL APPLICATIONS PRIOR TO DRYWALL OR PLASTER  
POTABLE WATER TEST PRIOR TO OCCUPANCY CERTTIFICATE  
PROPERTY HOUSE NUMBER APPLIED PRIOR TO C of O  
FINAL INSPECTION PRIOR TO CERTIFICATE of OCCUPANCY