



**Planning & Code Enforcement**  
2 York Street  
Westbrook, Maine 04092  
Phone: 207-854-0638  
Fax: 866-559-0642

## CHANGE OF NON-CONFORMING USE APPLICATION

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

Fee \_\_\_\_\_ (minimum \$30 fee if no work being done)

### **PROJECT LOCATION**

Name \_\_\_\_\_ Zone \_\_\_\_\_

Address \_\_\_\_\_

Map Number \_\_\_\_\_ Lot Number \_\_\_\_\_ Lot Dimensions \_\_\_\_\_

### **OWNER**

Owner \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Lessee \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Contractor \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Architect \_\_\_\_\_  
Or Engineer \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Contact \_\_\_\_\_  
Person \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Fax # \_\_\_\_\_ E-mail Address \_\_\_\_\_

### **CURRENT USE:**

Residential: \_\_\_\_\_ One Family  
\_\_\_\_\_ One Family w/ in-law apartment  
\_\_\_\_\_ Two or more Families \_\_\_\_\_ No. of Units  
\_\_\_\_\_ Hotel/Motel \_\_\_\_\_ No. of Units  
\_\_\_\_\_ Other, please specify \_\_\_\_\_

No. of Bedrooms\* \_\_\_\_\_ No. of Bathrooms: \_\_\_\_\_ Partial \_\_\_\_\_

\*Attach Septic System Design, if applicable

Non-residential: \_\_\_\_\_ Amusement  
\_\_\_\_ Church  
\_\_\_\_ Personal Services  
\_\_\_\_ Restaurant  
\_\_\_\_ Service Station/Repair Garage  
\_\_\_\_ Retail  
\_\_\_\_ Office, Bank, Professional  
\_\_\_\_ School, Library, Etc.  
\_\_\_\_ Other, please specify \_\_\_\_\_

Describe in detail existing use of the building \_\_\_\_\_

Square footage \_\_\_\_\_

Occupancy \_\_\_\_\_

**PROPOSED CHANGE OF USE:**

**NOTE: Zoning Board of Appeals is required**

Residential: \_\_\_\_\_ One Family  
\_\_\_\_ One Family w/ in-law apartment  
\_\_\_\_ Two or more Families \_\_\_\_\_ No. of Units  
\_\_\_\_ Hotel/Motel \_\_\_\_\_ No. of Units  
\_\_\_\_ Other, please specify \_\_\_\_\_

No. of Bedrooms\* \_\_\_\_\_ No. of Bathrooms \_\_\_\_\_ Full \_\_\_\_\_ Partial \_\_\_\_\_

\*Attach Septic System Design, if applicable

Non-residential: \_\_\_\_\_ Amusement  
\_\_\_\_ Church  
\_\_\_\_ Personal Services  
\_\_\_\_ Restaurant  
\_\_\_\_ Service Station/Repair Garage  
\_\_\_\_ Retail  
\_\_\_\_ Office, Bank, Professional  
\_\_\_\_ School, Library, Etc.  
\_\_\_\_ Other, please specify \_\_\_\_\_

Describe in detail proposed use of the building \_\_\_\_\_

Square footage \_\_\_\_\_

Occupancy \_\_\_\_\_

**IF WORK ON PROPERTY IS NOT NEEDED, PLEASE PROVIDE THE FOLLOWING INFORMATION:**

Residential: Floor plans of all levels with dimensions and room/area description/layout

Commercial: Floor plans of all levels with dimensions and room/area description/layout

**IF WORK ON PROPERTY IS NEEDED, PROVIDE THE FOLLOWING INFORMATION:**

**TYPE OF IMPROVEMENT**

<input type="checkbox"/> Addition	<input type="checkbox"/> Garage	<input type="checkbox"/> Barn
<input type="checkbox"/> Alteration	<input type="checkbox"/> Storage Shed	<input type="checkbox"/> Deck
<input type="checkbox"/> Repair/Replacement	<input type="checkbox"/> Pool	<input type="checkbox"/> Sign
<input type="checkbox"/> Other, please specify _____	<input type="checkbox"/> Commercial tenant fit-up _____	

**DESCRIPTION OF IMPROVEMENTS:**

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**COST OF IMPROVEMENTS:**

Building \_\_\_\_\_  
Electrical \_\_\_\_\_ Provide separate application completed by a Master Electrician  
Plumbing \_\_\_\_\_ Provide separate application completed by a Master Plumber  
Mechanical (Heating/A/C) \_\_\_\_\_ Provide separate application completed by HVAC Cont.  
Sprinkler/Fire Alarm System \_\_\_\_\_ Submit separate application to the Maine State Fire Marshal's Office

Total Cost of Improvement: \_\_\_\_\_

**CONSTRUCTION PLANS**

Provide detailed scaled drawings of all proposed work along with floor plans of all levels with dimensions and room/area description/layout.

**SITE OR PLOT PLAN**

Please attach scaled drawings of a site or plot plan showing the actual dimensions of the project and indicate all setbacks. (Refer to attached Zoning Table for setback requirements.)

## **INFRASTRUCTURE**

Any project that disturbs one acre or greater must obtain a Maine Construction General Permit from the Maine Department of Environmental Protection prior to commencement of work.

I hereby certify that I have read and examined this application and know the same to be true and correct. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating demolition or the performance of demolition.

No substantive change(s) in the project scope and accompanying plans will be made without approval of the Building Inspector.

I owner/applicant hereby agree to comply with all statutes, ordinances, codes, regulations and rules as they pertain to the exercising of this permit.

I owner/applicant hereby give permission for the Building Inspector and/or other Town employees to enter onto the property at reasonable times for purposes of assuring compliance with any permits and approvals pertaining to this permit and/or plans.

I owner/applicant understand that this application must be reviewed by the Code Enforcement Officer and may require Planning Board Approval. I may not start construction until the Building Permit is signed by the Code Enforcement Officer or occupy the space until a Certificate of Occupancy has been issued.

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Signature of Contractor or Authorized Agent/Tenant

Date

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Signature of Property Owner

Date

### **Please Note:**

This permit becomes null and void if work or demolition authorized has not commenced within 180 days.

This permit is not assignable or transferable.

APPROVED

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David Finocchietti  
City of Westbrook  
Code Enforcement Officer