



PLANNING & CODE ENFORCEMENT



Planning & Code Enforcement

2 York Street

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CHANGE OF USE APPLICATION

Changes or expansions of use within an existing occupancy are required to submit this application to the Code Enforcement Office. The review will examine the proposed use, if allowed by ordinance, what types of code requirements are applicable to the proposed use. Any associated construction, renovations or re-modeling to the property will require construction permits. Construction permits consist of but are not limited to: Building, Electrical, Internal Plumbing, Mechanical Heating/ Ventilation, Fire Alarms/Sprinklers, Surface Drainage and Sewer. Property served by Septic System will require the use to meet the required capacity of the existing system or may require expansion of the system in accordance with state law. Property served by the sewer system will require an ability to serve authorization from the Wastewater Department when the use is considered an intensified use on the system as determined by the Wastewater Engineer.

Prior to applying for a change of use, a Letter of Intent must be submitted describing a business or use detailing operations and staff reviewed for Zoning Requirements.

Applicants must provide:

1. Completed *Change of Use* application and any required permit applications/plans pertinent to the project.
2. Letter of authorization from the owner of the property to apply for the change of use and any required permits.
3. A floor layout plan showing the existing layout and the proposed layout. The plan should also provide the square footage dimensions of the space. Proposed layout plans may be required to be engineered if there are significant life safety matters or if the plan is not legible and/or does not provide the required information pertinent to the change. Please provide information requested below in addition to the layout plan:

PROPERTY ADDRESS: _____

_____ CITY SEWER (Ability to serve from Wastewater Dept. if the use requires flow beyond current design)

_____ SEPTIC SYSTEM (Attach HHE-200 septic design, Expansion or re-design may be required)

_____ Public Water _____ Well

PROPERTY OWNER NAME, PHONE AND E-MAIL: _____

TENANT NAME, PHONE AND EMAIL: _____

CURRENT OR LAST USE OF THE PROPERTY DESCRIPTION:

_____ Residential _____ Commercial

PROPOSED USE OF THE PROPERTY DESCRIPTION:

_____ Residential _____ Commercial

TYPE OF PROPERTY IMPROVEMENTS REQUIRED: _____

I, the applicant, understand that this application must be reviewed by the Code Enforcement Officer and may require approval of the planning board depending on the requirement(s). I may not occupy or operate the space until being given expressed permission by the Code Enforcement Officer. I understand that any alterations made to the property could require permitting and subsequent inspections prior to occupation of the space.

Applicant Name (PRINTED): _____

Signature of Applicant: _____ DATE: _____

Approval of this change of use permit is authorization that the proposed change of use is allowed. Approval of this permit does not authorize the property owner or tenant to operate or perform building improvements without the required construction permits being issued. The property owner or tenant must submit to a final inspection of the property and pass the inspection to be issued a Certificate of Occupancy. A Certificate of Occupancy issuance is required prior to occupation or operation of the property.

APPROVED: _____ **DATE:** _____

*Brian Stetson
City of Westbrook Code Enforcement Officer*