



Planning & Code Enforcement

2 York Street

Westbrook, Maine 04092

Phone: 207-854-0638

Fax: 866-559-0642

Building Permit Requirements

To Whom It May Concern, as of October 1, 2019 the following requirements shall apply to all new building applications submitted for approval.

1. New & Building Addition for Residential Building Permit Application

1.A. **Surface Drainage Plan 854-0660** Each application for a building permit for new construction or for additions to existing buildings, which involves excavation, filling or regrading of land, shall include appropriate information relative to the topography, existing and proposed grades of the applicant's land and the grade of all abutting streets. Any natural watercourses, ditches or swales, whether water runs constantly or only intermittently, must be identified and shown on plans submitted. If any natural drainage is affected by the proposed construction, the application must show how the applicant intends to provide adequate drainage to prevent any unnecessary runoff onto abutting properties and/or streets. *Show existing and proposed Contours with Spot Elevations*

Surface Drainage Plan must be approved by the City Engineer prior to any building permits are submitted.

1.B. Ability to Serve letter from the Wastewater Department. 854-0660

Ability to Serve must be approved by the Wastewater Division Manager prior to any building permits are submitted.

1.C. Deed or Purchase and Sale Agreement required for new parcels

1.D. Residential Application Plans. 1 - 11 x 17 set of plans

International Energy Code

Mandatory Blower Door Test are now required on all new construction

1.E. Elevations showing the side view of the building from each side. Label each elevation.

1. F. Floor Plans of every level of the building, including the basement, (and parts that are not being renovated if this is an existing building).

2. All plans must be to scale and must indicate the scale used. Outside dimensions must be labeled.

2. A. Show doors and which way they swing and include clear opening detail. Show the location of windows in walls. Clear opening detail and height of sill from floor are required for occupancies that require egress windows. Show stairs/ramps and provide details to include riser height, tread depth, handrail and guard heights, etc.

2. B. Label the intended use of every room compartment (such as "office," "bathroom," "sales area," etc.).

3. Curb Cut / Driveway Location Plan issuance of said permit by the building inspector shall be subject to the approval of the City Engineer, Director of Public Services or Designee to assure compliance with such rules.

4. Street Opening requirements need to be met

4. A. Excavator (Licensed with Westbrook)

4. B. Street Opening Permit

5. C. Check Street Opening moratorium list

6. Plot Plan showing relationship to adjacent buildings, roads, and hazards. Indicate which building or part thereof is the one requesting a permit. Indicate true north.

7. Sewer Connection Application must be submitted with all new construction, where applicable. Or; Septic Designs must be submitted with all new construction, where applicable, 3 copies are required.

8. Plumbing Application must be submitted as part of the packet.

9. Electrical Application must be submitted as part of the packet.

10. Heating Application must be submitted as part of the packet.

6. If Commercial Project provide a stamped electrical plan.
7. **Detailed Construction Plans**
 - a. **Commercial Application Plans**
 - A1. 1 full size set of plans & 1 11x17 set of plans, PDF or Thumb Drive of Plan**
 - A2. Elevations** showing the side view of the building from each side. Label each elevation.
 - A3. Floor Plans** of every level of the building, including the basement, (and parts that are not being renovated if this is an existing building).
 - A4. ADA Compliance review through State Fire Marshalls Office**
 - A5. State of Maine Building Permit**
8. **Plumbing Application** must be submitted as part of the packet.
9. **Electrical Application** must be submitted as part of the packet.
10. **Heating Application** must be submitted as part of the packet.
11. **EPA Lead-Safe Certification** if renovating homes, schools or daycare centers built pre-1978 you must be EPA Lead-Safe Certified.
12. **Fire Protection**
 - 13 a. **Sprinkler System** all Commercial & three - family dwellings shall be protected throughout by an approved automatic sprinkler system in accordance with the NFPA 13D standard. Projects requiring approval from the State Fire Marshal's Office will require one (1) set of stamped plans with Fire Marshall's approval and City of Westbrook Sprinkler Application.
 - 13b. **Fire Alarm Permit**
Stamped Plans

The IRC and IBC allows up to, thirty (30) days to review, process permit applications that include all of the required documentation, applications and information.

All Engineered Plans will be stamped



ENGINEERING & PUBLIC SERVICES



Eric Dudley, PE

Director, Engineering & Public Services

371 Saco Street

Westbrook, Maine 04092

Phone: 207-854-0660

Fax: 207-854-0672

SURFACE DRAINAGE PLAN APPLICATION

For Office Use

Date: _____ Fee Paid: _____ Map: _____ Lot: _____ Zoning District: _____

Application #: _____ Permit # _____ Date Issued: _____

Property Address of Proposed Work _____

Description of Project: _____

Anticipated Start Date: _____ Estimated Completion Date: _____

Residential Use: _____ Non-Residential Use: _____

Floodplain

Shoreland
Zone

Garage

Addition

Accessory
Unit

Other

Property Owner Information	Name		Mailing Address	
	Phone			
	Email			

Contractor Information	Name		Mailing Address	
	Phone			
	Email			

Project Contact	Name		Mailing Address	
	Phone			
	Email			

Notes*	Surface drainage plans are required for new construction or additions that involve excavation, filling, or regrading of land.			
	All appropriate information relative to topography, existing and proposed grades of the applicant's land and the grade of all abutting street.			
	Any natural watercourses, ditches or swales must be identified.			

	If any natural drainage is affected by proposed construction, the application must show how the applicant intends to provide adequate drainage to prevent unnecessary runoff onto abutting properties and/or streets.
	The plan submitted must be drafted and stamped by a licensed Professional Engineer.

****Article II Surface Drainage of the City of Westbrook Ordinances***

I certify that I have provided, to the best of my knowledge, the information requested for this application and will not deviate from the plans submitted.

Applicant/Owners Signature _____ Date _____

For Office Use Only				
Approval	Approved			
	Denied			
		Public Services Official		Date

Guidance for Professional:

The plan needs to include topographic lines across the parcel showing how the land will look in post condition with elevations stated for the contractor to meet. Spot grading is also acceptable provided there is enough detail for the contractor to follow. All culverts/drainage structures need to have elevations shown on the inlet and outlets (inside base of pipe) along with the size of pipe and provide dimension of how much fill will be over the pipe. This is not an exhaustive list of items to include on the plan but covers the basics.

If there are issues after construction, it is the responsibility of the applicant to address the situation to the satisfaction of the City.

The City's role in this process is to protect the rights of the abutting property owners in relation to any modifications made to surface water drainage that could impact their properties.

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BUILDING PERMIT APPLICATION

Date Received: _____

Type of Application**Circle project type**

Residential: New / Renovation / Addition
Demolition / Village Review Overlay

Circle project type

Commercial: New / Renovation / Addition
Demolition / Village Review Overlay

Project Information

Property Address: _____ Tax Map: _____ Lot: _____

Description of Project: _____

Estimated Cost of Construction/Demolition - To include materials & labor \$ _____

Shoreland Zone Garage Dormer Shed Accessory Dwelling /APT.
 Swimming Pool Deck Other After the Fact – Compliance letter from licensed professional

Property Owner Information

Property Owner: _____ Contractor: _____

Mailing Address: _____ Mailing Address: _____

Office Phone: _____ Office Phone: _____

Cell Phone: _____ Cell Phone: _____

Email: _____ Email: _____

ATTENTION

Periodic Inspections are required. See the Inspection Schedule Form. Failure to schedule inspections and/or receive final approval by the Inspector will constitute Occupancy without a Certificate. Fines will be imposed at a rate not less than One Hundred (\$100.00) per day, nor more than Twenty-Five Hundred Dollars (\$2,500.00) per day.

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all City Ordinances and State laws regulating building construction. Work will not begin until building permit card is posted.

Project proposed to have 1 acre or more of site disturbance may need to apply for Maine Construction General Permit and shall comply with the requirements of DEP Chapter 500 Stormwater Regulations, as they apply.

Signature of Applicant: _____ Date: _____

Owner Contractor Applicant Surface Drainage Plan All New or Added Dwellings on
Sewer Must Obtain ability to serve
from Wastewater Department

Please fill out all areas applicable to your project. The plan submitted may also show this information.

Foundation

Front Setbacks: _____ Rear Setbacks: _____ Side(s) Setbacks: _____

Footing Size Dimensions: _____

Foundation Wall Height: _____ Drainage Required? _____

Floor

Anchored Sills Size: _____ Girder Size: _____ Joist Size: _____ Spacing: _____

Lally Column Size: _____ Spacing: _____ Bridging Type: _____ Size: _____

Joists Size: _____ Spacing: _____ Span(s): _____

Floor Sheathing/Material Type: _____ Size: _____

Exterior Walls

Studding Size: _____ Spacing: _____

Header Sizes: _____ Span(s): _____

Bracing(Circle one): Y or N Sheathing Type & Size: _____ Siding Type: _____

Interior Walls

Studding Size: _____ Spacing: _____

Header Sizes: _____ Span(s): _____

Wall Finish Type: _____ Fire-Rating (Show locations on plan): _____

Ceiling

Ceiling Joists Size: _____ Span(s): _____

Ceiling Strapping Size: _____ Spacing: _____

Type Ceilings: _____ Ceiling Height: _____

Insulation (Existing Construction) NEW CONSTRUCTION FILL ATTACHED INSULATION FORM

Ceiling Insulation Type: _____ R-Value : _____

Wall Insulation Type: _____ R-Value: _____

Floor Insulation Type: _____ R-Value: _____

Other methods or alternate areas for insulation not listed above: _____

Roof

Rafter Size: _____ Spacing: _____ Span: _____ Engineered Truss: Attach Specifications

Sheathing Type: _____ Size: _____ Roof Covering Type: _____

Deck

Floor Joist Size: _____ Joist Spacing: _____ Joist Span: _____

Post Size: _____ Post Height: _____ Beam Size: _____ Beam Span: _____

Connected to structure? _____ If yes, Footing Depth: _____ Footing Size: _____

ADMINISTRATIVE SECTION CODE USE ONLY

Permit Conditions: _____

Signature of Code Enforcement Officer: _____ Date: _____

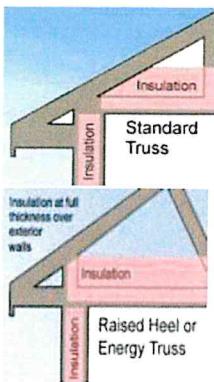
Notice

State of Maine / Westbrook is following the
2015 International Energy & Conservation Code
Mandatory Blower Door Tests are now required on all
new Construction

See next page

CEILING INSULATION

FLAT CEILING:



WRITE-IN R-VALUE: _____

INSULATION TYPE(S): _____

R-49 (Zone 6) if using this construction technique

R-38 (Zone 6) if maintaining the full R value over the plates

NOTE: R-38 will be deemed to satisfy the requirement for R-49 if the full R-38 insulation value is maintained over the outside plates. If using only R-38 (Zone 6), you must certify that you'll maintain R-38 over the plates by checking the box below.

If using only R-38 in Zone 6 you must check this box

By checking this box, I certify that this structure is being built with a raised energy truss or that the full R-value of the ceiling insulation will be maintained over the outside plates.

SLOPED CEILING:

R-30 or R-38 if more than 500 ft sq or 20% of total ceiling area

WRITE-IN R-VALUE: _____

INSULATION TYPE(S): _____

WALL INSULATION

ABOVE GRADE WALL:

R-20 Cavity Insulation plus R-5 Continuous Insulation

-OR-

R-13 Cavity plus R-10 Continuous Insulation

If conditioning the basement, you must insulate Basement Walls. If not, you may insulate either Floor or Basement Walls and/or Slab Edge

BELOW GRADE WALL:

Basement: R-19 Cavity Insulation -OR- R-15 Continuous Insulation

Crawlspac: R-13 Cavity Insulation -OR- R-10 Continuous Insulation

SLAB EDGE:

R-10 (4 Feet) and **add R-5** if the Slab is heated

Insulation must start at the top of the slab edge and extend a total of four feet (Zone 6). Insulation may go straight down, out at an angle away from the building, or along the slab edge and then under the slab. A slab is a concrete floor within 1' of grade level.

FLOOR INSULATION

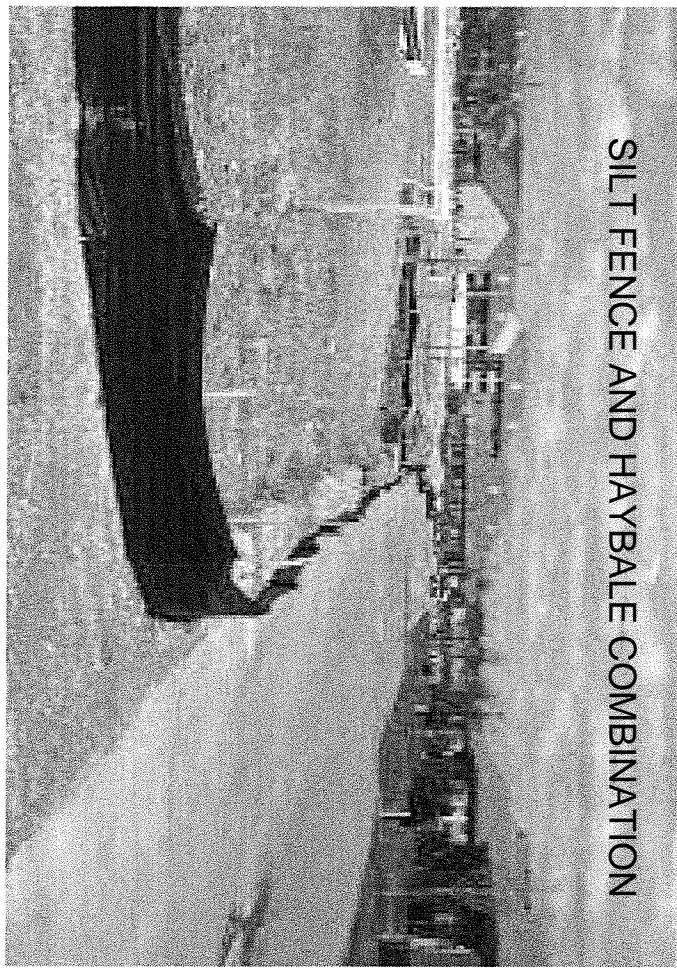
WRITE-IN R-VALUE: _____

INSULATION TYPE(S): _____

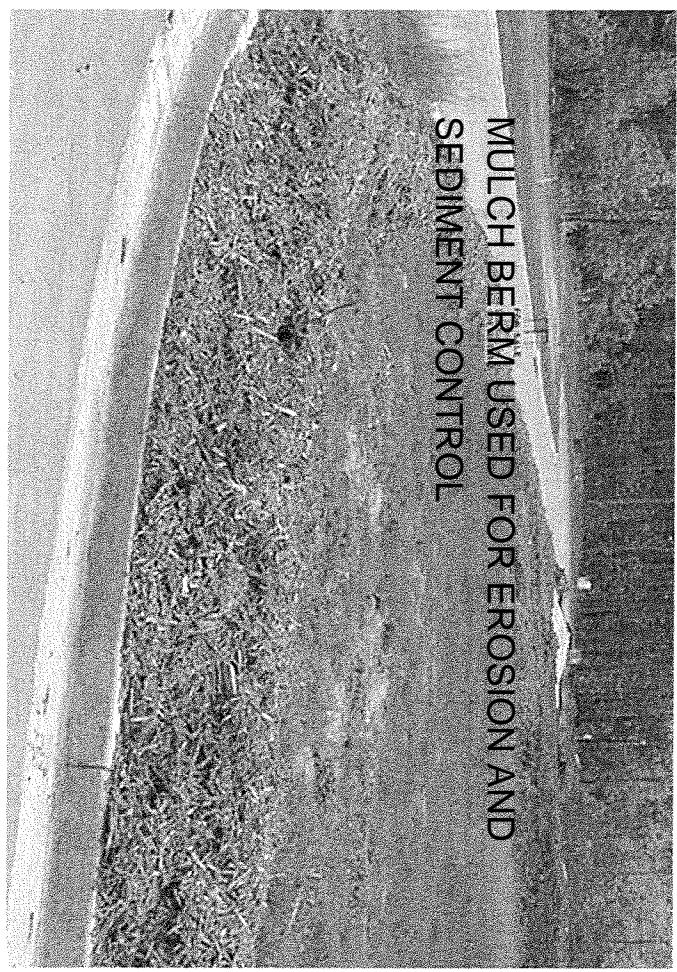
FLOOR (BASEMENT CEILING):

R-30 or Insulation sufficient to fill joist cavity (Min, R-19)

A BLOWER DOOR TESTING REPORT MUST BE SUBMITTED PRIOR TO THE FINAL CERTIFICATE OF OCCUPANCY INSPECTION. THE REPORT MUST INDICATE AN AIR LEAKAGE RATE NOT EXCEEDING 3 AIR CHANGES PER HOUR AT A PRESSURE OF 50 PASCALS.



**MULCH BERM USED FOR EROSION AND
SEDIMENT CONTROL**



SILT FENCE AND HAYBALE COMBINATION

**EROSION AND SEDIMENT CONTROL MUST BE
IN PLACE BEFORE CONSTRUCTION BEGINS**

MRSA TITLE 38

S420-C. Erosion and sedimentation control
A person who conducts, or causes to be conducted, an activity that involves filling, displacing or exposing soil or other earthen materials shall take measures to prevent unreasonable erosion of soil or sediment beyond the project site or into a protected natural resource as defined in section 480-B. Erosion control measures must be in place before the activity begins. Measures must remain in place and functional until the site is permanently stabilized. Adequate and timely temporary and permanent stabilization measures must be taken and the site must be maintained to prevent unreasonable erosion and sedimentation

