

# CHECK LIST

## Building Permit Submission Requirements

<b><u>Project Usage:</u></b> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Other	<b><u>Shoreland Zoning Requirements:</u></b> <input type="checkbox"/> Shoreland Zoning Acknowledgement Form (Attached) <input type="checkbox"/> Shoreland Zoning and Soil Disturbance Permit <input type="checkbox"/> Tree Removal Permit <input type="checkbox"/> Erosion Control Plan <input type="checkbox"/> Permitting from Portland Water District <input type="checkbox"/> Expansion <input type="checkbox"/> Outside 100' high water mark <input type="checkbox"/> Inside 100' high water mark Distance from high water mark _____ <input type="checkbox"/> 30% Expansion Worksheet Starting % of Lot Impervious Coverage _____ Ending % of Lot Impervious Coverage _____
<b><u>Project Type:</u></b> <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Relocation <input type="checkbox"/> Demolition	
<b><u>Document Requirements:</u></b> <input type="checkbox"/> Building Permit Application-COMPLETED (Attached) <input type="checkbox"/> Energy Compliance Certificate (Attached) <input type="checkbox"/> Driveway Entrance Permit <input type="checkbox"/> Town of Raymond <input type="checkbox"/> Maine Department of Transportation <input type="checkbox"/> HHE200 (3 copies) – Subsurface Disposal System <input type="checkbox"/> HHE211 – Internal Plumbing Permit <input type="checkbox"/> Electrical Permit <input type="checkbox"/> Plot Plan Showing: <input type="checkbox"/> Existing Buildings/Structures <input type="checkbox"/> Setbacks (ACTUAL measurements) <input type="checkbox"/> Septic Area <input type="checkbox"/> Floodplain <input type="checkbox"/> Percentage of Impervious Lot Coverage <input type="checkbox"/> Cross section/design <input type="checkbox"/> Floor Plan showing use of each room and egress <input type="checkbox"/> Driveway/E911 Address Application	<b><u>Special Requirements:</u></b> <input type="checkbox"/> Site Plan Approval <input type="checkbox"/> Staff Review <input type="checkbox"/> Planning Board (Major/Minor) <input type="checkbox"/> ZBA Setback Reduction or Variance <input type="checkbox"/> DEP Permit by Rule (PBR) <input type="checkbox"/> Survey showing new lot split and recorded deed <input type="checkbox"/> Letter of Consent from Property Owner <input type="checkbox"/> Permit from Fire Department: _____ <input type="checkbox"/> Permit from State Fire Marshall's Office <input type="checkbox"/> Photos of existing structure on all sides <input type="checkbox"/> Excavation in the Street Permit <input type="checkbox"/> Stormwater & Phosphorous Control Plan <input type="checkbox"/> _____

DESCRIPTION OF PROJECT: \_\_\_\_\_

**PLEASE FILL OUT ALL PARTS WHICH APPLY TO JOB. PROPER PLANS MUST ACCOMPANY FORM.**

Owner \_\_\_\_\_ Phone \_\_\_\_\_

Location of construction (address) \_\_\_\_\_

Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**Est. construction value (including labor) \$** \_\_\_\_\_

Project Description \_\_\_\_\_

Building dimensions L \_\_\_\_\_ W \_\_\_\_\_ Total square feet finished \_\_\_\_\_ Total square feet unfinished \_\_\_\_\_

# of stories \_\_\_\_\_ # of bedrooms \_\_\_\_\_ Lot size \_\_\_\_\_

TYPE OF USE: \_\_\_\_\_

TYPE CONST: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

CODE \_\_\_\_\_

Subdivision Y N

Subdivision \_\_\_\_\_

Time Limit \_\_\_\_\_

Estimated Cost \_\_\_\_\_

Growth management Y N

Subdivision \_\_\_\_\_

Street Frontage Provided \_\_\_\_\_

Back \_\_\_\_\_ Side \_\_\_\_\_

Provided Setback Front \_\_\_\_\_ Back \_\_\_\_\_ Side \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

DATE \_\_\_\_\_

IRC 2015  IBC 2015

**FOUNDATION:**

1. Type of Soil \_\_\_\_\_
2. Footing size \_\_\_\_\_
3. Foundation \_\_\_\_\_
4. Other \_\_\_\_\_

**FLOORS:**

1. Sill size \_\_\_\_\_ Sills must be anchored
2. Girder size \_\_\_\_\_
3. Lolly column spacing \_\_\_\_\_ Size \_\_\_\_\_
4. Joist size \_\_\_\_\_ Spacing \_\_\_\_\_
5. Bridging type \_\_\_\_\_ Size \_\_\_\_\_
6. Floor sheathing Type \_\_\_\_\_ Size \_\_\_\_\_
7. Other material \_\_\_\_\_

**Exterior Walls:**

1. Studding size \_\_\_\_\_ Spacing \_\_\_\_\_
2. Number of windows \_\_\_\_\_
3. Number of Doors \_\_\_\_\_
4. Header sizes \_\_\_\_\_ Span \_\_\_\_\_
5. Bracing Yes \_\_\_\_\_ No \_\_\_\_\_
6. Corner post size \_\_\_\_\_
7. Insulation type \_\_\_\_\_ Size \_\_\_\_\_
8. Sheathing type \_\_\_\_\_ Size \_\_\_\_\_
9. Siding type \_\_\_\_\_ Weather exposure \_\_\_\_\_
10. Masonry materials \_\_\_\_\_
11. Metal materials \_\_\_\_\_

**Interior walls**

1. Studding size \_\_\_\_\_ Spacing \_\_\_\_\_
2. Header size \_\_\_\_\_ Span(s) \_\_\_\_\_
3. Wall covering type \_\_\_\_\_
4. Fire wall if required \_\_\_\_\_
5. Other materials \_\_\_\_\_

**CEILING:**

1. Ceiling Joists Size \_\_\_\_\_
2. Ceiling strapping Size \_\_\_\_\_ Spacing \_\_\_\_\_
3. Type of Ceiling \_\_\_\_\_
4. Insulation type \_\_\_\_\_
5. Ceiling Height \_\_\_\_\_

**ROOF:**

1. Truss or Rafter Size \_\_\_\_\_ Span \_\_\_\_\_
2. Sheathing Type \_\_\_\_\_ Size \_\_\_\_\_
3. Roof covering Type \_\_\_\_\_

**CHIMNEYS:**

Type \_\_\_\_\_ Number of fireplaces \_\_\_\_\_

**HEATING:**

Type of Heat \_\_\_\_\_

**ELECTRICAL:**

Service Entrance Size \_\_\_\_\_ Smoke Detector Required Yes \_\_\_\_\_ No \_\_\_\_\_

**PLUMBING:**

1. Approval of soil test if required: Yes \_\_\_\_\_ No \_\_\_\_\_
- The person actually doing the plumbing must get the Plumbing Permit.

APPLICANT IS RESPONSIBLE FOR OBTAINING A DIG SAFE NUMBER WHEN NEEDED

**SWIMMING POOLS: MUST BE FENCED IN.**

1. Type \_\_\_\_\_
2. Pool size \_\_\_\_\_ Square Foot \_\_\_\_\_
3. \*MUST CONFORM TO NATIONAL ELECTRICAL CODE AND STATE LAW

SIGNATURE OF APPLICANT \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE OF C.E.O. \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATE OF OCCUPANCY REQUIRED. YES \_\_\_\_\_ NO \_\_\_\_\_**  
**INSPECTION BY LIFESAFETY REQUIRED. YES \_\_\_\_\_ NO \_\_\_\_\_**

## Town of Raymond Energy Compliance Certificate

- This Certificate illustrates the minimum listing requirements if IECC 401.3.
- This Certificate must be posted on or in the electrical distribution panel. It shall not cover or obstruct the visibility of the circuit directory panel, service disconnect label, or other required labels.
- The Certificate shall be completed by the builder or registered design professional.
- The Certificate shall list list the predominant R-values for insulation listed below. Where there is more than one value for each component, the Certificate shall list the value covering the largest area.
- The Certificate shall list the types and efficiencies of the heating, cooling and service water heating equipment.
- Where a gas-fired unvented room heater, electric furnace, or baseboard electric heater is installed in the residence, the Certificate shall list all those as appropriate. Efficiencies for the appliances shall not be listed.

<u>Area</u>	<u>R-Value</u>	
Ceiling/Roof	_____	
Walls	_____	
Foundation (Slab, basement wall, crawl space wall and/or floor)	_____	
	<u>U-Factor</u>	<u>SHGC</u>
Fenestration	_____	_____
	<u>Type</u>	<u>Efficiency</u>
Heating System	_____	_____
Cooling System	_____	_____
Service Water Heating	_____	_____
	<u>Yes</u>	<u>No</u>
Gas-fired unvented room heater installer	_____	_____
Electric furnace installed	_____	_____
Baseboard electric heater installed	_____	_____

## ACKNOWLEDGEMENT OF SHORELAND ZONING BUFFER STANDARDS

This sheet provides notification of standards required by the Town of Raymond Shoreland Zoning Provisions. By signing this form, the applicant acknowledges understanding of the standards; agrees to comply with them; and to notify all others associated with the proposed project of these restrictions. Violations of any of these standards will require the contractor(s) and/or landowner(s) to fully restore any site conditions found not in compliance to their pre-construction conditions.

*NOTE: This form summarizes key Ordinances provisions. Other restrictions and Maine DEP requirements also apply. Approval of a DEP permit under Natural Resources Protection Act (NRPA) does not supersede these standards, which, in some cases, are more restrictive. See Section 14 of the Shoreland Zoning Ordinance for more information about which activities require a local permit, and Section 15 details the standards that apply to those various activities.*

The following standards apply within the buffer area (within 100' of the normal high waterline of great ponds and rivers flowing to great ponds; within 100' of the normal high water line of other rivers and zoned streams; and within 100' of the upland edge of zoned wetlands. NOTE: However, that other standards apply at distances greater than the buffer width. See the Official Raymond Zoning Map to determine how a particular parcel is zoned):

- One (1) winding foot path of no more than six (6) feet in width is allowed for each lot. A winding path is required in order to provide opportunities for water to disperse into the buffer.
- Structures are not allowed within the buffer area, except for water-dependent structures. This prohibition includes but not limited to storage buildings, boathouses, patios, decks and tent platforms.
- Vegetation less than three (3) feet in height cannot be removed, killed, or otherwise damaged.
- In the off-season, temporary docks should be stacked on the footpath to avoid damage to buffer vegetation, or removed from the buffer area entirely.
- Fill cannot be brought into the buffer area except for path construction or to re-vegetate bare ground as part of an approved re-vegetation plan. Path construction material must consist of washed stone, bark mulch, or other material that will not wash into the water.
- Pruning of tree branches is permitted on the bottom 1/3 of the tree.
- Openings, or view corridors, in existence prior to January 1, 1989 can be maintained but not enlarged.
- Openings that have "closed" with growth of woody vegetation, cannot be "re-opened."
- Grandfathered buildings within the buffer may be expanded after obtaining a permit, if the expansions are no closer to the water body than the original structure. Such expansions of floor area and/or volume are limited to 30% of the floor area and volume in existence as of January 1, 1989. Before any construction begins, pre-construction photos must be taken. Silt fence or other erosion control measures must properly be installed, at the upland extent of the buffer area, below any construction.
- No disturbance of the ground cover (including the duff and leaf layer) or vegetation shall be caused within the buffer. Equipment movement and excavation must be carefully controlled to avoid any impact to the buffer. For example, it is not permissible to locate a foundation at the buffer limit if that placement will cause any disturbance within the buffer. The placement of silt fence at the buffer limit is intended to prevent disturbance within the buffer and to satisfy state and local requirements.
- Clearing of vegetation and timber harvesting must not remove more than 40% of the volume of trees in any ten (10) year period. The creation of cleared openings is prohibited and a well-distributed stand of trees must be maintained. These provisions may limit the percentage of cut to less than the specified maximums.

Date: \_\_\_\_\_  
Map: \_\_\_\_\_ Lot: \_\_\_\_\_

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

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