

Building Permit Submission Requirements

Property/Owner Information	Contractor Information
<input type="checkbox"/> Owner <input type="checkbox"/> Renter Name: _____ Phone: (____) _____ Cell: (____) _____ Email: _____ Property Address: _____ Map: _____ Lot: _____ Zone: _____ Mailing Address: _____ _____	<input type="checkbox"/> Same Contact Name: _____ Phone number: _____ EC Cert. #: _____ Exp.: _____ Company: _____ Phone: _____ Address: _____ _____

<p><u>Project Usage:</u></p> <input type="checkbox"/> Residential (Year Round/ Seasonal) <input type="checkbox"/> Commercial <input type="checkbox"/> Other: _____ <p><u>Project Type:</u></p> <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Relocation <p><u>Required Documents:</u></p> <input type="checkbox"/> Building Permit Application <input type="checkbox"/> Entrance Permit <input type="checkbox"/> Town of Raymond <input type="checkbox"/> Maine Department of Transportation <input type="checkbox"/> HHE200 - Subsurface Disposal System (3 Copies) <input type="checkbox"/> HHE211 - Internal Plumbing Permit <input type="checkbox"/> Plot Plan showing: <input type="checkbox"/> Existing Buildings/Structures <input type="checkbox"/> Setbacks <input type="checkbox"/> Proposed 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"/> Electrical Permit <input type="checkbox"/> HVAC Permit <input type="checkbox"/> Energy Compliance Certificate <input type="checkbox"/> Dig Safe # (1-888-344-7233)	<p><u>Shoreland Zoning Requirements:</u></p> <input type="checkbox"/> Shoreland Zoning Acknowledgment Form <input type="checkbox"/> Shoreland Zoning and Soil Disturbance Permit <input type="checkbox"/> Tree Removal Permit <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 <input type="checkbox"/> Erosion Control Plan <input type="checkbox"/> Permitting from Portland Water District <p>Starting Percentage of Lot Impervious Coverage: _____ Finishing Percentage of Lot Coverage: _____</p> <p><u>Special Requirements</u></p> <input type="checkbox"/> Site Plan Approval <input type="checkbox"/> Staff <input type="checkbox"/> Planning Board (Minor/Major) <input type="checkbox"/> ZBA Setback Reduction or Variance Required <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 Marshal's Office <input type="checkbox"/> Photos of Existing Structure on all four sides <input type="checkbox"/> Excavation in the Street Permit <input type="checkbox"/> Storm Water & Phosphorus Control Plan <input type="checkbox"/> _____
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Special Instructions: _____
