

PERMIT APPLICANTS PLEASE READ:

The Applicant is responsible for completing an application. Most permits will need at least a week of review from the time the application is complete. The CEO has 30 days to issue a permit

BUILDING PERMITS/CEO PERMITS

Applications will require site sketches showing existing and proposed features of the property. These sketches must have existing and proposed dimensions, along with existing and proposed setbacks. All permits differ and need different materials to complete an application; no application will be processed until all material is received.

MAINE UNIFORM BUILDING AND ENERGY CODE (MUBEC)

Applications will required detailed sketches of any planned deck, structure or addition that demonstrates that all codes standards of MUBEC will be met. Alternatively an application provided by the Code Enforcement Officer can be filled out that demonstrates MUBEC standards will be met. Up to seven inspections may be required by the Code Enforcement Officer. **The applicant is responsible for contacting the Code Enforcement Officer for inspections. Failure to do so may result in an order to remove portions of constructed buildings. You will receive a form indicating all required inspections from the Code Enforcement Officer. You should show this inspection form to all contractors that you use for your project.**

PLUMBING/SEPTIC PERMITS

The applicant is the person who is doing the work (such as a master plumber). **REMEMBER, NO BUILDING PERMIT WILL BE ISSUED, WHEN A PLUMBING AND/OR SEPTIC PERMIT IS REQUIRED AND HAS NOT BEEN ISSUED.** All plumbing and septic work must be inspected. Requests for inspection **MUST** be at least 24 hours in advance.

OTHER PERMITS

In many cases, certain activities require approval from the Planning Board prior to the issuance of a building permit by the CEO, such as shoreland area activities. Some applications will also need State and Federal permits which need to be received before any Town permit is issued.

**TOWN OF MANCHESTER
APPLICATION FOR A CONSTRUCTION PERMIT**

Date _____ **Map** _____ **Lot** _____ **No.** _____

Applicant _____
Name _____ Address _____ Phone _____

Location of Property _____ Property Owner _____

Contractor(s) _____

Shoreland _____ Yes _____ No _____ If yes and soil is to be disturbed indicate contractor DEP cert no. _____

Subdivision _____ Yes _____ No _____

Right, Title and Interest: Book _____ Page _____

Property Use: _____ Resident _____ Garage _____ Commercial _____ Other _____

Type of Sewage Disposal _____ Town _____ Septic _____ Flood Plain _____ Yes _____ No _____

Lot Width _____ Lot Depth _____ Lot Area _____

Structure Exterior Dimensions (length & width)

a) Residence _____ by _____ # of Stories _____ Total Sq Feet _____

b) Garage _____ by _____ # of Stories _____ Total Sq Feet _____

c) Mobile Home _____ by _____ Serial No _____ Year/Model _____

d) Other _____

Estimated Cost \$ _____ Site Plans: Attached _____ Yes _____ No _____

Proposed Starting Date _____ Earth Moving Only: _____ Approx # of Yards _____

Plumbing Information: Internal Plumbing Permit No: _____ External Plumbing Permit No: _____

This project must conform with the Town Ordinances in every aspect of what is received for approval. The owner of this property agrees to conform to all applicable laws of the Town of Manchester and further agrees that all damages made to sidewalks, curbs, and roadways in connections with construction and demolition approved by this construction permit shall be immediately repaired to the satisfaction of the Code Enforcement Officer at the expense of the applicant. **The applicant further agrees to contact the Code Enforcement Officer for all required Building and Energy code, plumbing, and septic system inspections.**

Signature of Applicant _____ Date _____

OFFICE USE ONLY

TRIO Acct. No. _____

Granted _____ Denied _____ Date _____

Signature _____ Date _____

Structure / Use Fee _____ Inspection Fee _____ Cash _____ Check # _____

Completed and Approved _____ Yes _____ No _____ Date _____

Rev. 07/19/13 _____ Receipt No. _____