

BUILDING PERMIT APPLICATION CHECKLIST

New Buildings, Additions and Decks:

- Required information on Plan Submittal Checklist
- Completed building permit application
- **Fee is determined by the building inspector and is due when permit is issued**

New Homes:

- See New Home Construction Package

Renovations:

- Floor plans showing existing structures and proposed changes
- Framing cross sections (including sizes of structural members)
 - Structural steel, ridges, beams involving LVL's, or Paralam's, (stamped by engineer)
- Completed building permit application
- **Fee is determined by the building inspector and is due when permit is issued**

Commercial Projects:

- Proof of Fire Department Approval
- Completed building permit application
- Required information on Plan Submittal Checklist
- **Fee is determined by the building inspector and is due when permit is issued**

Note: Water: For all projects served with public water from Portland Water District (PWD), an Ability to Serve or Change of Use determination letter is required for all projects which increase the amount of water fixtures within the facility. This requirement applies to new homes, renovations and addition. Coordinate with PWD MEANS Department by phone at 207-774-5691 x3191, or by email at MEANS@pwd.org.

Note: The State of Maine has adopted the following codes and standards and has mandated that Scarborough enforce these codes as well as all existing fire and life safety codes as of January 23, 2018:

2015 International Building Code	2013 ASHRAE 62.1, Commercial Ventilation Std.
2015 International Residential Code	2013 ASHRAE 62.2, Residential Ventilation Std.
2009 International Energy Conservation Code	2013 ASHRAE 90.1, Commercial Energy Standard
2015 International Existing Building Code	2008 ASTM E 1465, Radon Code
2015 Uniform Plumbing Code	2017 National Electric Code (NFPA 70)

<https://codes.iccsafe.org/public/document/toc/553/> for the 2015 International Residential Code

<https://codes.iccsafe.org/public/document/toc/542/> for the 2015 International Building Code

<https://codes.iccsafe.org/public/document/toc/544/> for the 2015 International Existing Building Code

<https://codes.iccsafe.org/public/document/details/toc/747/> for the 2009 International Energy Code

Note: For all projects in the shoreland zone involving filling, grading or other soil disturbance, you must provide a soil erosion control plan describing the measures to be taken to stabilize areas before, during, and after construction.

Additional permits may be required if your project is in:

- a Special Flood Hazard Area as depicted on the Town of Scarborough's Flood Insurance Rate Maps found at <https://sites.google.com/a/scarboroughmaine.org/town/departments/public-works/webgis>
- a frontal or back dune area as shown on the Scarborough Coastal Sand Dune Geology Maps found online at <http://www.maine.gov/dacf/mgs/pubs/online/dunes/dunes.htm>
- an area that includes wetlands or wildlife habitat