

Scarborough Building Inspection Schedule & Permit Requirements

PLEASE NOTE:

1. **A permit is not considered issued until it is paid for and received by owner or contractor. A permit expires if work is not started within 6 months of issue, and if work is not completed within 12 months. A 6 month extension may be granted by written request.**
2. **Failure to schedule inspections and/or receive final approval by the Inspector will constitute a violation of Occupancy without a Certificate. Fines may be imposed at a rate of not less than One Hundred Dollars (\$100.00) per day, nor more than Twenty-Five Hundred Dollars (\$2500.00) per day.**
3. **Additional permits may be required:**
 - Electrical – fee based on square footage, plus \$30.00 Administration Fee (\$60.00 minimum)
 - Plumbing - fee is \$10.00 per fixture, plus \$20 Administration Fee (\$60.00 minimum)
 - Heating - \$35.00 fee per unit
 - Electricians and plumbers must show current license and have the map/lot and property address.
4. **Allow 2 business days (48 hours) advance notice.** Call 207-730-4040 to schedule inspection. Have map/lot and address ready.

REQUIRED INSPECTIONS

- **Footing Inspection:** Performed after forms are in, before footings are poured; setbacks to property lines must be verifiable.
- **Foundation Inspection:** Performed after forms are in; bond outs and rebar installed.
- **Backfill Inspection:** Performed after forms are removed, damp proofing applied, perimeter drains, stone and filter fabric in place & before placement of backfill.
- **On-site Subsurface Wastewater Disposal System:** Minimum of 2 inspections – first at scarification of bed bottom; second when disposal bed, tank and distribution box, or pump station is installed but not buried.
- **Internal Plumbing Inspections:** sub-slab piping installations prior to concrete pour; above grade rough-in; required test (air or water) must be on.
- **Complete Rough-In Inspection:** Includes the combined individual inspections for framing, plumbing and electrical rough-in prior to insulating and close-in.
- **Framing Inspection:** Performed after any electrical and plumbing is roughed in, and after all framing, fire-stopping, draft stopping and bracing are in place.
- **Electrical Inspection:** Performed prior to insulation and/or close-in.
- **Electrical Temporary Service** (one ground rod minimum)
- **Electrical Permanent Service** (two ground rods in place and panel is bonded)
- **Insulation Inspection** (prior to covering/close-in): Insulation and air barrier; U-Value of windows; air sealing of all infiltration sources/penetrations in thermal envelope;
- **Fire Separation** in garage (required only if materials can not be verified at final)
- **Final Inspection:** This inspection must receive final approval for the issuance of a Certificate of Occupancy (when required) before the space can be occupied or used. This is the official end of the building permit process.

Section IV.G.1(a) of the Scarborough Zoning Ordinance states, *It shall be unlawful to use or occupy or permit the use or occupancy of any land, building, structure or part thereof which is created, erected, changed, converted, altered or enlarged, or to change, alter or enlarge the use of any land, building, or structure until a certificate of occupancy is issued therefore by the Building Inspector and endorsed to the effect that the proposed use of the land, building or structure conforms with the requirements of this Ordinance.*

Certificate of Occupancy is required for any permit that results in the creation of new or additional living space in a dwelling or accessory building. This would include:

- New dwellings
- Dwelling additions or expansions
- Finishing of existing basements, attics, or detached accessory structures into living spaces
- New Commercial Space
- Change in owner/occupant of a commercial space

Final Approval (passing final inspection) is required for:

- Decks
- Pools
- Garages without living space above
- Minor alterations of existing structure
- Renovations of existing living areas such as kitchens and baths when the space is not expanded or relocated.