

AFTER-THE-FACT PERMIT APPLICATION SUBMITTAL CHECKLIST

The After-the-Fact (ATF) permit package includes the application forms that are most commonly required. In some cases additional permits may be required depending on the project scope and location. The ATF permit is the process used when the project could have been permitted, but the applicant failed to get a permit for the work before it was started. **All ATF permits are charged double the normal permit fees required as a penalty for not obtaining the permits at the time of construction, regardless of ownership at the time of construction.**

The ATF permit is treated in the same way as a permit application would be treated for new construction that was being performed today and must comply with the current effective codes at the time of application.

The necessary items that are required to review and issue the ATF permit include:

1. A floor plan with dimensions of the area that was finished off; and
 - a. typical wall section or details showing how the walls were framed and insulated to meet the building and energy code requirements, including basement walls.
 - b. location of emergency escape/rescue openings (such as egress windows, or bulkhead). If a space was remodeled to include cooking, sleeping, and bathing facilities, then an accessory unit may have been created and an accessory unit application will be required. NOTE: If your property is in the Shoreland overlay zone you cannot create an accessory unit unless you have twice the minimum lot area for a single family dwelling. Accessory units also require some additional considerations with regard to fire separation, accessibility, etc.
2. The applicant must provide **Affidavits** from licensed electricians and/or plumbers on their letterhead stating they have inspected the electrical/plumbing work and it either meets the standards of the effective code (2020 NFPA 70 electrical code / 2021 UPC plumbing code) or they have corrected any deficiencies (list the changes made) to make it compliant with the effective codes. This is important because the existing plumbing and electrical that was in place, may not have been adequate when establishing a habitable space that was previously not considered habitable.
3. Electrical and/or plumbing permit applications submitted. The home owner may apply, unless the space is an accessory unit, in which case only licensed professionals can make application and do the work.
4. After electrical and plumbing affidavits have been received, and fees are paid, the ATF permit will be issued. The applicant then needs to schedule an inspection with the code office to verify the space is in compliance. Upon a passing inspection, a new certificate of occupancy will be issued for the finished space or accessory unit, and the permit will be closed as complete.

Town of Scarborough, Maine

RESIDENTIAL BUILDING PERMIT

Property address: _____

Property Owner Information

Contractor Information

Property owner: _____

Contractor: _____

Mailing address: _____

Address: _____

(if different)

Town/City: _____

Town/City: _____

State/Zip Code: _____

State/Zip Code: _____

Phone: _____ Cell Phone: _____

Phone: _____ Cell Phone: _____

Email address: _____

Email address: _____

____ Garage ____ Addition ____ Renovation ____ Dormer ____ Shed ____ Accessory Unit

____ Accessory Building ____ Deck ____ Other ____ After the Fact

Project Description: _____

Estimated Cost of Construction: \$ _____

Zoning Board Approval Required? ____ No ____ Yes (if yes, approval document must be provided with application)

Existing: Stories ____ Bedrooms ____ Bathrooms ____

Septic ____ Sewer ____

Proposed: Stories ____ Bedrooms ____ Bathrooms ____

Shoreland Zone ____ Floodplain ____ Road type: Public Private Subdivision

ATTENTION

Periodic Inspections are required. See the Inspection Schedule Form. Failure to schedule inspections and/or receive final approval by the Inspector will constitute Occupancy without a Certificate. Fines will be imposed at a rate not less than One Hundred Dollars (\$100.00) per day, nor more than Twenty-Five Hundred Dollars (\$2500.00) per day.

X _____ DATE: _____

Applicant: ____ Owner ____ Contractor

NOTE: THIS PERMIT IS NOT CONSIDERED ISSUED UNTIL IT IS PAID FOR AND RECEIVED BY OWNER OR CONTRACTOR

ADMINISTRATIVE SECTION CODE USE ONLY

Permit Conditions:

Code Enforcement Officer: _____ Date: _____

IRC 2015 IEBC 2015 IECC 2015

Permit Number: _____

Application Number: _____

Map/Lot: _____ Zone: _____ Overlay Zone: _____

Permit Fee: \$ _____

Square Footage Finished: _____ Unfinished: _____

259 US ROUTE ONE, PO BOX 360 SCARBOROUGH, MAINE 04070-0360

PHONE: 207-730-4040 FAX: 207-730-4046

SUBMITTALS@SCARBOROUGHMAINE.ORG

WWW.SCARBOROUGHMAINE.ORG

Town of Scarborough, Maine

ELECTRICAL PERMIT

Job Address: _____ Date: _____

Property Owner: _____ Phone: _____

Mailing address (if different): _____

Electrician: _____ Phone: _____

Address: _____

License #: _____ Email Address: _____

Description of Work: _____

Description	Fee	Total
SERVICE INSPECTION	\$30.00	
3 PHASE POWER	\$30.00	
SQ FT _____ (MIN \$30.00)	@.05 SQFT	
GARAGE	\$30.00	
METER/PANEL UPGRADE	\$30.00	
POOLS/ HOT TUBS/SPA	\$30.00	
STORAGE/UTILITY SHED	\$30.00	
GENERATOR	\$30.00	
HEAT PUMP	\$30.00	
EV CHARGER	\$30.00	
SOLAR PANELS	\$30.00	
YARD LIGHTS UP TO 6	\$40.00	
ADDITION YARD LIGHT	\$10.00	
COMM RENO PER FIXTURE (MIN \$30.00)(COMM ONLY)	\$3.00 FIXTURE	
EACH SIGN	\$30.00	
TRANSFORMER	\$30.00	
MISCELLANEOUS	\$30.00	
ADMINISTRATIVE FEE	\$30.00	\$30.00

TOTAL DUE:

CMP WO # 103

Overhead Underground

Meters Service Size

New Alter

Repair Add

Other

All work shall be done in accordance with the Laws of Maine, the Ordinance of The Town of Scarborough and the application submitted to this department.

***Minimum permit fee is \$60.00**

APPLICANT SIGNATURE: _____

**NO WIRING SHALL BE COVERED OR CONCEALED UNTIL IT HAS BEEN INSPECTED AND APPROVED.
NOTIFICATION FOR INSPECTIONS MUST BE GIVEN AT LEAST 48 HOURS IN ADVANCE.**

ADMINISTRATIVE SECTION CODE USE ONLY

Application # _____ Approved By _____ Date: _____

Map/Lot # _____ Permit # _____

259 US ROUTE ONE, PO BOX 360 SCARBOROUGH, MAINE 04070-0360
SUBMITTALS@SCARBOROUGHMAINE.ORG
WWW.SCARBOROUGHMAINE.ORG
207-730-4040

PLUMBING APPLICATION

Maine DHHS/CDC – Division of Environmental & Community Health

PROPERTY ADDRESS				ISSUING MUNICIPAL OFFICE			
City, Town, or Plantation		SCARBOROUGH		Town/City		SCARBOROUGH	
Street/Subdivision Lot #				Permit #		Total Fee \$	
PROPERTY OWNER INFORMATION				Date Issued		Double Fee	
Name (Last, First)							
Applicant Name (Last, First)				Local Plumbing Inspector Signature		License #	
OWNER/APPLICANT MAILING ADDRESS				FEES		State \$	
Street				Local \$			
City				LOCATION		Map #	
State		Zip Code		Lot #			
OWNER/APPLICANT STATEMENT				<p align="center">CAUTION: INSPECTION REQUIRED</p> <p>I have inspected the installation authorized above and found it to be in compliance with the Maine Plumbing Rules Application.</p>			
<p>I certify that the information submitted is correct to the best of my knowledge and understand that any falsification is reason for the Local Plumbing Inspector(s) to deny a permit.</p>							
Signature of Owner/Applicant		Date		LPI Signature		Date (Rough-In)	
Email:		Copy: Property Owner <input type="checkbox"/>		Town <input type="checkbox"/>		State <input type="checkbox"/>	
Phone:						Date (Final)	

PERMIT INFORMATION							
This application is for:		Type of structure to be served:		Plumbing to be installed by:			
New Plumbing <input type="checkbox"/>		Single Family Residence <input type="checkbox"/>		Master Plumber <input type="checkbox"/>		License # <input type="text"/>	
Relocated Plumbing <input type="checkbox"/>		Modular or Mobile Home <input type="checkbox"/>		Oil Burner Installer <input type="checkbox"/>		License # <input type="text"/>	
		Multiple Family Dwelling <input type="checkbox"/>		Mfd. Housing Rep. <input type="checkbox"/>		License # <input type="text"/>	
		Other (specify below) <input type="text"/>		Public Utility Rep. <input type="checkbox"/>		License # <input type="text"/>	
				Property Owner <input type="checkbox"/>			

Column 1 – Hook-Up & Relocation	Column 2 – Fixtures		Column 3 – Fixtures		State of Maine Department of Health and Human Services/ Center for Disease Control and Prevention Environmental & Community Health – Subsurface Wastewater 286 Water Street State House Station 11 Augusta, ME 04333 207-287-2070 HHE-211 Revised 7/24/2018
Maximum 1 Hook-Up	Type of Fixture	Qty	Type of Fixture	Qty	
Hook-Up (a) <input type="checkbox"/> <i>Hook-up to public sewer in those cases where the connection is not regulated and inspected by the local sanitary district.</i>	Hosebib/Sillcock		Bathtub (and Shower)		
	Floor Drain		Shower (Separate)		
	Urinal		Sink		
	Drinking Fountain		Wash Basin		
Hook-Up (b) <input type="checkbox"/> <i>Hook-up to an existing subsurface wastewater disposal system.</i>	Indirect Waste		Water Closet (Toilet)		
	Treatment Softener, Filter, etc.		Clothes Washer		
Piping Relocation <input type="checkbox"/> <i>Relocation of sanitary lines, drains, and piping without new fixtures.</i>	Grease/Oil Separator		Dishwasher		
	Roof Drain		Garbage Disposal		
	Bidet		Laundry Tub		
	Other: <input type="text"/>		Water Heater		

Total Column 1 + Total Column 2 + Total Column 3 = Enter Total Fixtures / Hook-Ups Below

PERMIT TRANSFER ONLY <input type="checkbox"/> \$10.00	Total Fixtures / Hook-Ups	
	Per-Fixture Fee	\$ 10.00
	TOWN FEE	\$ 20.00

TOTAL FEE \$

Town of Scarborough

Plumbing Permit Inspection Procedures

Please call 730-4040 to schedule your inspection

Any “installation or replacement of (all) water distribution and drainage pipes, hot water storage tanks, and hot water heaters, the installation of all new faucets, valves and plumbing backflow preventers” shall not be started until the plumbing inspector has issued a permit for the work. Title 30-A M.R.S.A. § 4211 and Chapter 1, Section 4 of the Maine State Internal Plumbing Code.

To apply for a permit, the Plumber must complete a plumbing application provided by the State of Maine from the Town of Scarborough. The applicant shall complete and sign the application. A Code Enforcement Officer will review the application and, finding the application to be complete and adequate, the plumbing fee will be collected and the permit issued. A permit will only be issued to master plumbers (documentation of license may be required). The only exception to this is for those who meet the criteria of Chapter 1, Section 7 of the Code.

It is the responsibility of the person obtaining the permit to schedule the inspections at least 24 hours in advance with the Code Enforcement office. There are at least two inspections required of all installations. There will be more inspections if there is under slab work or the project is done in sections.

- All drainage, venting, and supply piping installed must be checked and tested prior to being covered with insulation, wallboard, concrete or any other material.
- The Plumbing Inspector will make inspections for compliance.
- A permit is required for all pipes, valves, and fixtures installed on site in Scarborough in manufactured housing projects that onsite installation shall be tested and inspected according to the Code.
- Projects anticipating combination waste and vent systems, vertical wet venting, or island fixtures shall be required to submit plans and specs with the permit application. The LPI (Licensed Plumbing Inspector) will determine that the standards of sections 908 through 910.7, Appendix B, and Appendix L are met before the permit is issued.
- Each plumbing fixture trap shall be vented as required by Chapter 9 of the Code. Drum traps are not allowed in new installations.
- Pressure test shall be done as prescribed by the Code; see sections 609.4 and 712.1,2,3 and air tests shall be recorded upon the prescribed gauges: see sections 319.1,2,3,4.
- Pipe passing through walls and other materials shall be protected; see section 313 specifically 313.10.1, pipes passing through concrete slabs or walls shall be sleeved.
- Structural members weakened by cutting, notching, or otherwise (drilled) shall be reinforced. Notching shall not exceed 25% of the structural member; drilling shall not exceed 40%. In no case shall the cutting be within 5/8 inches of the edge. Pipe shoes may be required.
- Cleanouts shall meet the standards of sections 707 and 719.
- Suspended pipes shall meet the standards of section 314 and table 3-2.
- Where fixtures make contact with a wall or floor, the joint shall be made watertight: section 408.2
- All pipe, pipe fittings, traps, fixtures, material, and devices shall be approved for the use applied and be labeled by the manufacturer. Sanitary tees shall not be used vertical to horizontal or horizontal to horizontal in drainage; short sweep shall only be allowed horizontal to vertical.
- A Certificate of Occupancy for the structure containing the new plumbing shall not be issued until the LPI has made a final inspection of the work and found it in compliance with the Code.
- Purple Primer must be used on PVC pipe.
- Drainage and vent pipes not allowed in outside walls without approval from Code Officer.

PLEASE READ AND INITIALIZE THE FOLLOWING:

_____ Framing/Rough Plumbing Prior to any insulating or drywall; plumbing and framing to include pressure test of waste and water must take place the same time or a call back will incur a cost of \$50.00 per re-inspection fee.

_____ If any of the inspections do not occur, the project cannot go on to the next phase, **REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.**

Signature of Applicant

Date

Signature of Inspections Official

Date

Map # _____ Lot # _____ Building Permit # _____

Sample Affidavit

ABC Company
7 Sunny Drive
Anywhere, ME 05555
Phone: 207.555.5555
Cell: 207.555.5556
E-mail: abccompany@yahoo

Date:

I (name) of ABC Company, inspected the (electrical, plumbing, etc) at (property address) owned by (owner's name) .

Narrative describing scope of inspection and any work performed during inspection.

I certify that all (wiring, plumbing, etc) meets state and local codes.

Sincerely,

_____ (signature)

_____ (printed name)

_____ (license #)

Notary

I attest that this is the true signature of _____

_____ (Notary Public Signature)

_____ (Date)

Town of Scarborough, Maine

ACCESSORY UNIT APPLICATION FORM

Accessory units are allowed in a variety of the Town’s residential and mixed-use zoning districts as accessory to a single family dwelling if the unit, and the use of it, complies with the performance standards under Section IX.J. of the Zoning Ordinance.

The following application and submission requirements must be provided to the Code Enforcement Office and accompany any building permit application for the construction or establishment of an accessory unit.

Property Owner Information

Property address: _____	
Property owner: _____	
Mailing address (if different): _____	
Town/City, State, Zip Code: _____	
Phone: _____	Cell Phone: _____
Email address: _____	

Property Information:

Map/Lot #: _____	Zoning District: _____	Overlay Zone: _____
Square footage of Single Family Dwelling: _____		
Proposed square footage of Accessory Unit: _____		
Will the Accessory Unit be attached or detached: _____		
Is the property served by public sewer or on-site disposal: _____		
Is the property served by public water or an on-site well: _____		

In order for an Accessory Unit to be permitted and approved by Code Enforcement the unit shall meet or comply with the following performance standards. Under each standard, please fully explain how each standard is met or will be complied with:

A. The owner(s) of the lot on which the principal structure is located must reside in the principal structure or the accessory unit, either of which residence may be seasonal. An accessory unit may be located on a lot which the owner occupies as a seasonal residence; however, neither the accessory unit nor the single-family dwelling shall be rented for less than 28 continuous days. For this purpose, "season" means any three consecutive months during a twelve (12) month period.

Please provide your signature confirming you understand and will comply with this requirement:

B. The number of occupants of the accessory unit will be limited to two.

Please provide your signature confirming you understand and will comply with this requirement:

C. The living space of an accessory unit shall not exceed the following percentage of living space of the single family dwelling to which the unit is accessory or the following maximum amounts, whichever are applicable:

If the living space of the single family dwelling is:	The living space of the accessory unit shall not exceed:
Under 2,000 sq. ft.	40% or 750 sq. ft., whichever is greater
2,000 sq. ft. or more, but less than 3,000 sq. ft.	35% or 750 sq. ft., whichever is greater
3,000 sq. ft. or more, but less than 5,000 sq. ft.	30% or 1,050 sq. ft., whichever is greater
Over 5,000 sq. ft.	20% or 1,500 sq. ft., whichever is greater

Please indicate the square footage of living space of the single-family dwelling: _____

Please indicate the proposed square footage of living space of the accessory unit: _____

And its percentage of the size of the single-family dwelling: _____

D. Accessory units are permitted on nonconforming lots, but the structures in which they are located (attached or detached), shall meet the building and/or lot coverage requirements for the district in which they are located.

Please indicate the proposed building and/or lot coverage: _____

E. Accessory units located in the Shoreland Zone must be connected to the public water and sewer system. *Indicate if the accessory unit is located in the Shoreland Zone: YES or NO*

F. In order for an accessory unit to be added to an unsewered lot, the lot must comply with the requirements of the state minimum lot size law, 12 M.R.S.A. §§ 4807 - 4807-G for multiple unit housing as well as all the provisions of the Maine State Plumbing Code and the Town of Scarborough Plumbing Ordinance. The applicant shall have the burden to establish the lot area, which burden may include a survey signed and sealed by a Professional Land Surveyor, at the discretion of the Code Enforcement Officer. The septic system on the property in question shall be functioning properly at the time of application for accessory unit approval.

The building permit and plumbing permit shall indicate how the Plumbing Codes will be complied with (whether the on-site wastewater disposal system will be expanded or a new system added)

G. A minimum of 1 off-street parking space shall be provided for an accessory unit in accordance with Section XI. Off-Street Parking Regulations of this Ordinance.

The location of the required parking space shall be shown on the plot plan provided as part of this application. Initials required: _____

H. Proper ingress and egress shall be provided to the accessory unit.

Proper ingress and egress should be shown on the building plans submitted as part of this application. Initials required: _____

I. Only one accessory unit per principal structure shall be permitted on a lot.

Initials required: _____

J. The accessory unit and the principal structure must be serviced by common utility meters, unless the utility company providing the service refuses to do so. Should a utility company be unwilling to service the accessory unit with a common meter, the applicant must provide the Code Enforcement Officer with a letter signed by the utility company so stating, with specific reasons for the refusal.

Please indicate compliance with this requirement or provide a letter from your utility company demonstrating why this isn't possible: _____

K. Accessory units shall retain and respect the existing streetscape, character of the neighborhood, and preserve the single-family appearance, architectural style, and character of the original dwelling and property. Outside stairways (either open or closed) that service accessory units on upper stories are permitted, provided that they are integrated into and consistent with the architecture of the building. Outside stairways serving upper stories shall not be located on the side of the building that faces the street, except in the case of a building on a corner lot that fronts two or more streets, a stairway may be allowed on one of the sides of the building that faces a street if no reasonable alternative exists.

L. All municipal and state buildings codes in effect at the time of application must be followed.

Compliance with local and state building codes shall be demonstrated and reviewed as part of the building permit and inspection process.

M. An applicant for a permit for an accessory unit may also apply to the Zoning Board of Appeals for a limited reduction of yard size under Section V.B.5 of this Ordinance (if the property is eligible) where such reduction is reasonably necessary to allow construction of the accessory unit.

N. Should the owner(s) of the principal structure be found in non-compliance with the standards contained in this section, the non-compliance shall be considered a violation of this Ordinance, and the structure shall revert to a single family dwelling or the previous use.

Please provide your signature confirming you understand and will comply with the standards for accessory units: _____

O. In order for an accessory unit to be located in a detached accessory structure, the following requirements must be met:

The detached accessory structure must be located no further than 100 feet from the nearest point of the principal structure

Does the location of your accessory structure comply with this requirement: YES or NO

The detached accessory structure must be designed and constructed in the style of a garage, barn, storage building, carriage house, accessory cottage, or similar structure customarily located on the same lot with a single-family residence

Signature of Property Owners and Notary:

I/we certify the above statements are true and that the use and occupancy of the accessory unit will occur in compliance with these standards:

Property Owner _____ Date _____

Property Owner _____ Date _____

Notary _____ Date _____

Town Approval:

CEO _____ Date _____

Permit # _____