

# *Town of Scarborough, Maine*

## *Planning and Code Enforcement*

### New Home Construction Package

*This package is provided in an effort to assist customers and applicants to understand what is typically required to be submitted prior to the review and issuance of a building permit for a new home as well as the associated fees. There can be variations on these requirements depending on particular projects, zones or areas of town, but this package highlights what's generally needed. If you have questions, please contact our staff.*

You will need to submit the following for a building permit to construct a new house.

#### Completed Growth Permit Application

- Proof of ownership
- Proof of sewer connection (from Sanitary District)  
or 3 signed copies of Septic Design (HHE-200 Form, no more than 2 years old)

#### Completed Building Permit Application

- Site plan
- (2) Scaled drawings of house plans (see plan submittal checklist)
- Electronic plans (cd, thumb drive or email) to: SUBMITTALS@SCARBOROUGHMAINE.ORG
- REScheck: This is for energy code compliance. Form can be downloaded at:  
<http://www.energycodes.gov/rescheck>
- Building permit fee will be based on square footage, \$.25 square foot for unfinished space, \$.50 square foot for finished space. This is payable when building permit has been approved.

#### Additional fees associated with building permit for a new home:

- School Impact fee (call for current fee schedule)
- Recreation fee \$400.00 per bedroom not to exceed \$1600.00
- Per unit fee \$50.00
- Other fees may apply, such as traffic impact fees, etc.

Attached are permit applications associated with construction of a new home.

Note: Scarborough Sanitary District application has been included for you convenience if applicable. This application needs to be submitted to Scarborough Sanitary District for approval prior to submission of Building Permit Application.

OFFICE USE ONLY	
Date:	Time:
Received by:	
Application #	

## *Town of Scarborough, Maine*

### **Growth Permit Application**

For an application to be complete, the following must be attached:

- a. Building permit application**
- b. A copy of owner's deed; and**
- c. Evidence of wastewater capacity [HHE-200 form < 2 years old or proof of sewer connection]**

1. Name of owner of lot: \_\_\_\_\_
2. Owner address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
3. Lot Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_ Tax Map: \_\_\_\_\_ Lot Number: \_\_\_\_\_  
Growth Area: \_\_\_\_\_ Affordable/Workforce YES\_\_\_ NO\_\_\_
4. Dwelling Type:  
Single Family \_\_\_\_\_ #of Bedrooms \_\_\_\_\_  
Duplex or 2 Family \_\_\_\_\_ # of Bedrooms per unit \_\_\_\_\_  
Multi Family \_\_\_\_\_ #Units \_\_\_\_\_  
#Studios\_\_\_\_\_ #1 Bedrooms\_\_\_\_\_ #2 Bedrooms\_\_\_\_\_ #3 Bedrooms\_\_\_\_\_ #4+ Bedrooms\_\_\_\_\_
5. Applicant certification, signature and date:  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Code Enforcement Officer Section:**

6. Date approved as complete by Code Enforcement Officer  
Date\_\_\_\_\_ Time\_\_\_\_\_ Code Enforcement Officer\_\_\_\_\_
  7. Date of issuance of growth permit (Ordinance Section 7.E.1):  
Growth Permit No.\_\_\_\_\_ Building Permit No.\_\_\_\_\_
- Date\_\_\_\_\_ Time\_\_\_\_\_

Code Enforcement Officer \_\_\_\_\_

# Town of Scarborough, Maine

## NEW HOME BUILDING PERMIT

Property address: \_\_\_\_\_

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: \_\_\_\_\_

**Estimated Cost of Construction: \$** \_\_\_\_\_

\_\_\_\_\_ New Single Family Residence \_\_\_\_\_ New Duplex Garage: \_\_\_\_\_ attached \_\_\_\_\_ unattached

Septic \_\_\_\_\_ Sewer \_\_\_\_\_ Finished space above garage: \_\_\_\_\_ Yes \_\_\_\_\_ No

Basement: \_\_\_\_\_ finished \_\_\_\_\_ unfinished # Stories \_\_\_\_\_ # Bedrooms \_\_\_\_\_ # Baths \_\_\_\_\_

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

Shoreland Zone \_\_\_\_\_ \*Floodplain \_\_\_\_\_ Road type: \_\_\_\_\_ Public \_\_\_\_\_ Private \_\_\_\_\_ Subdivision

\*(If yes, Floodplain permit required)

### 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: \_\_\_\_\_

Print Name: \_\_\_\_\_ 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 IECC 2009 IEBC 2015

Permit Number: \_\_\_\_\_ Application Number: \_\_\_\_\_

Map/Lot: \_\_\_\_\_ Zone: \_\_\_\_\_ Overlay Zone: \_\_\_\_\_ Permit Fee: \$ \_\_\_\_\_

Square Footage: Finished: \_\_\_\_\_ School Impact Fee: \$ \_\_\_\_\_

Unfinished: \_\_\_\_\_ Recreation Fee: \$ \_\_\_\_\_

## **BUILDING PERMIT APPLICATION CHECKLIST**

### **New Buildings, Additions, Decks and Demolition:**

- Required information on Plan Submittal Checklist
- Scarborough Sanitary District permit if applicable. Contact Scarborough Sanitary District 207-883-4663
- 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
- Scarborough Sanitary District permit if applicable. Contact Scarborough Sanitary District 207-883-4663
- **Fee is determined by the building inspector and is due when permit is issued**

### **Commercial Projects:**

- Scarborough Sanitary District permit if applicable. Contact Scarborough Sanitary District 207-883-4663
- 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 207-774-5961 x3199, or by email at [MEANS@pwd.org](mailto:MEANS@pwd.org).

The State of Maine has amended the Maine Uniform Building and Energy Code (MUBEC). Municipalities that enforce the MUBEC, shall enforce the amended adoption as of April 7, 2025

2021 International Building Code (IBC)	2019 ASHRAE 62.1, Commercial Ventilation Std.
2021 International Residential Code (IRC)	2019 ASHRAE 62.2, Residential Ventilation Std.
2021 International Existing Building Code (IEBC)	2019 ASHRAE 90.1, Commercial Energy Standard
2021 International Energy Conservation Code (IECC)	2008 ASTM E 1465, Radon Code
2021 Uniform Plumbing Code (UPC)	2023 National Electric Code (NFPA 70)
2021 International Mechanical Code (IMC)	

(FOR MORE INFO SEE <https://www.maine.gov/dps/fmo/building-codes>)

The MUBEC is adopted by the State of Maine and applies to all buildings constructed or renovated in Maine regardless of municipal population. The MUBEC shall be adopted and enforced in municipalities with a population of 4,000 residents or more. Municipalities with populations under 4,000 may choose to adopt and enforce the MUBEC. Please verify with your local municipal code office. The MUBEC amendment chapters can be found under MUBEC Rules and Laws.

**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

## PLAN SUBMITTAL CHECKLIST

### **Complete plan sets drawn on the following paper size are required**

- **Residential (Substantial remodel/addition)** -Two sets drawn to the scale required below and one set of electronic plans
- **Residential (minor projects)** – One set drawn to the scale required below and one set of electronic plans
- **Commercial** – Two sets drawn to the scale required below and one set of electronic plans
- **Acceptable forms for Electronic plan submittal include CD, flash drive or email to: SUBMITTALS@SCARBOROUGHMAINE.ORG**

### **Complete plan sets will contain the following information. Incomplete sets will not be accepted**

- Site plan drawn to 1:20 scale or larger and containing the following
  - North arrow
  - Distance of all building setbacks measured perpendicular to property lines
  - Distance between buildings
  - Exact position of all new construction and existing structures (including accessory structures).
  - Location of septic tank, leach field and well if applicable, with measured distances
  - Any wetlands or water bodies and setback distances from shoreline if applicable
  - Utility Connections
  - Driveway location
  - Street names
  - Easements, rights of ways, water courses and areas restricted by covenant
  - Area of lot; area to be cleared for construction if applicable
  - Erosion and sediment control measures per “Typical BMP’s for House lots” handout
- Foundation, Floor and Roof plans drawn to 3/16 scale or larger and containing the following
  - Overall building dimensions
  - Room use (name) and size
  - Windows and doors including swings and sizes
  - Stairs showing direction of travel and dimensions
  - Plumbing fixtures, appliances and fireplace(s)
  - Direction and sizes of floor, ceiling, roof, beams and header structural members
  - A Maine licensed engineer approval is required for all structural steel, LVL’s, trusses, manufactured framing material etc...used in the Commercial building construction
  - Radon vent location; a 3” minimum gas tight pipe originating below the basement slab and extending a minimum of 12” through the roof
- Building Cross Section drawn to ¼ scale or larger containing the following
  - Section through building showing foundation, floors, ceilings, wall and roof assemblies
  - Show and label all construction materials
  - Indicate floor to ceiling heights of rooms including basement and attic
  - Section through stairs showing headroom, treads and risers including dimensions
- Building elevation plan drawn to 3/16 scale or larger and containing the following
  - Show each side of building
  - Exterior finish
  - Dimension to the maximum height of the building from the average finished grade within 20’ of the building
- Energy Efficiency (New buildings and Additions only)
  - Demonstrate compliance with IECC 2021
  - REScheck (Residential) - <https://www.energycodes.gov/rescheck/>
  - COMcheck (Commercial) - <https://www.energycodes.gov/comcheck>

# 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 - \$50.00 fee per unit
  - Electricians and plumbers must show current license and have the map/lot and property address.
  - Sign - \$35.00 per sign.
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.

**APPLICATION FOR BUILDING CONNECTION PERMIT  
SCARBOROUGH SANITARY DISTRICT  
Tel: 207-883-4663; FAX: 207-883-7083**

Property

Address: \_\_\_\_\_  
Tax Map/Lot No: \_\_\_\_\_

Owner

Owner's Name: \_\_\_\_\_  
Owner Address: \_\_\_\_\_  
Owner's Phone No: \_\_\_\_\_

Contractor

Name: \_\_\_\_\_  
Phone No: \_\_\_\_\_

Use of property where connection is requested:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Single Family Residential | <input type="checkbox"/> Attached Accessory Unit        | <input type="checkbox"/> Detached Accessory Unit |
| <input type="checkbox"/> Multi-Family Residential  | <input type="checkbox"/> Number of Dwelling Units _____ |  |
| <input type="checkbox"/> Commercial, Type: _____   | Gross Floor Area (Sq. Ft) _____                         |  |
| <input type="checkbox"/> Industrial, Type: _____   | Gross Floor Area (Sq. Ft) _____                         |  |

Connection

- |  |  |                                     |
|--|--|-------------------------------------|
| <input type="checkbox"/> New           | <input type="checkbox"/> Replacement/Repair    | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Gravity Sewer | <input type="checkbox"/> Pressure Sewer System | <input type="checkbox"/> Other      |

Wastewater Characteristics: (Commercial/Industrial applications only)

- |  |                                 |
|--|---------------------------------|
| <input type="checkbox"/> Domestic Sewage:  | Average Daily Flow (gpd): _____ |
| <input type="checkbox"/> Process Waste:    | Average Daily Flow (gpd): _____ |
| <input type="checkbox"/> Industrial Waste: | Average Daily Flow (gpd): _____ |

*Sewer service by means of a "Pressure Sewer System" (PSS) include systems that utilize individual pumping system owned, operated and maintained by the owner. Owners and occupants of premises serviced by PSS shall expressly release and indemnify the Scarborough Sanitary District from and against any and all liabilities associated with the use, operation and/or malfunction of the PSS.*

By (owner): \_\_\_\_\_

\_\_\_\_\_ Date

By (printed): \_\_\_\_\_

**\_\_\_\_\_ Please initial here to acknowledge that Scarborough Sanitary District will send the information shown on this permit to the town of Scarborough for public record  
FOR OFFICE USE ONLY**

Permit Fee: _____	Permit Number: _____
Capacity Reserve: _____	Received By: _____
Approval: _____	Date: _____