

# *Town of Scarborough, Maine*

## *Planning and Code Enforcement*

### Multi Family 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

- Supplemental Commercial 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 (up to \$500.00 dependent on specific subdivision approval requirements)
- 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 MULTI FAMILY 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: \_\_\_\_\_

Septic \_\_\_\_\_ Sewer \_\_\_\_\_

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

# Stories \_\_\_\_\_ # Bedrooms \_\_\_\_\_ # Baths \_\_\_\_\_ #Units \_\_\_\_\_

Bedroom breakdown # Studios \_\_\_\_\_ #1 Bedrooms \_\_\_\_\_ #2 Bedrooms \_\_\_\_\_ #3 Bedrooms \_\_\_\_\_

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 2015 IEBC 2015

Map/Lot: \_\_\_\_\_ Zone: \_\_\_\_\_ Overlay Zone: \_\_\_\_\_ Application Number: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Permit Fee: \$ \_\_\_\_\_

Fire Dept Permit Number: \_\_\_\_\_ Fire Dept Fee: \$ \_\_\_\_\_

Square Footage Finished: \_\_\_\_\_ Recreation Fee: \$ \_\_\_\_\_

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

# MULTI FAMILY SUPPLEMENTAL COMMERCIAL BUILDING PERMIT

Project Name: \_\_\_\_\_

Street Location: \_\_\_\_\_

**Square Footage:** Foundation Sq Ft: \_\_\_\_\_ New Construction Sq ft: \_\_\_\_\_ Total Sq Ft: \_\_\_\_\_

<b><u>Project Type:</u></b>	<b><u>Building Occupancy Use:</u></b>	<b><u>Number of Stories:</u></b>	<b><u>Sprinkler System</u></b>
Addition	Single Use	Original # of Stories_____	No Yes
Renovation	Separated Use	Affected # of Stories_____	<b><u>Fire Alarm System</u></b>
Occupancy Change	Mixed Use	Total # of Stories_____	No Yes

**Type of Construction (Pick One) See attachment for type** (see page 2)

Fire Resistive: Type 1 (442) (332/IA)	Unprotected Ordinary: Type III (200/IIB)
Protected Non-Combustible: Type II (222/IB) (111/IIA)	Heavy Timber: Type IV (2HH/IV)
Unprotected Non-Combustible: Type II (000/IIB)	Protected Wood Frame: Type V (III/VA)
Protected Ordinary: Type III (211)	Unprotected Wood Frame: Type V (000/VB)

**Occupancy Classification: (Pick One) See attachment for classification** (see page 3)

Apartments	Ambulatory Health Care	Assembly	<300	>300<1000	>1000
Business	Detention/Correctional	Educational	Daycare	<12	>12
Health Care	Industrial	Storage	Mercantile	Class A	Class B Class C
Hotel	Lodging/Rooming House	Dormitory	Residential Board & Care		

**For Existing Building Only (See attachment for classification):** (see page 4)

<b><u>Code Compliant Method (Pick One)</u></b>	<b><u>Work Area Method Work Classification (Pick One)</u></b>
Work Area Method (most common)	Alteration Level 1 Historic Relocated/moved building
Prescriptive Method	Alteration Level 2 Addition
Performance Method	Alteration Level 3 Repair Change of Occupancy

X \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant: Owner Contractor

IBC 2015, IEBC 2015, IECC 2009, NFPA-101 2018

## Definitions for Types of Construction:

- Types of construction defined by the fire resistance rating (in hours)
  - Type I, Fire Resistive:** Consists of precast concrete slabs supported by precast columns and precast girders.
  - Type II, Noncombustible:** The weight bearers are generally steel beams and girders. (If the building is Type II (000), the beams and girders are all "unprotected" steel.)
  - Type III, Ordinary:** Can consist of a mix of materials, including wood and concrete.
  - Type IV, Heavy Timber:** Construction using heavy timber. To qualify as heavy timber, a wood member must meet a certain thickness requirement.
  - Type V, Wood Frame:** All-wood construction.

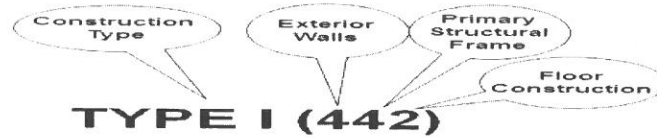


Table A.12.2 Cross Reference of Building Construction Types

Code Source NFPA 220	I(442)	I(332)	II(222)	II(111)	II(000)	III(211)	III(200)	IV(2HH)	V(111)	V(000)
<i>B/NBC</i>	1A	1B	2A	2B	2C	3A	3B	4	5A	5B
<i>IBC</i>	—	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
<i>SBC</i>	I	II	—	IV 1 hr	IV UNP	V 1 hr	V UNP	III	VI 1 hr	VI UNP
<i>UBC</i>	—	I FR	II FR	II 1 hr	II N	III 1 hr	III N	IV HT	V 1 hr	V N

*B/NBC:* BOCA/National Building Code.  
*FR:* Fire resistive.  
*HT:* Heavy timber.  
*IBC:* International Building Code.

*N:* Nonrequirement.  
*SBC:* Standard Building Code.  
*UBC:* Uniform Building Code.  
*UNP:* Unprotected.

Table A.12.2.1 Fire Resistance Ratings for Type I through Type V Construction (hr)

	Type I		Type II			Type III		Type IV	Type V	
	442	332	222	111	000	211	200	2HH	111	000
<b>Exterior Bearing Walls<sup>a</sup></b>										
Supporting more than one floor, columns, or other bearing walls	4	3	2	1	0 <sup>b</sup>	2	2	2	1	0 <sup>b</sup>
Supporting one floor only	4	3	2	1	0 <sup>b</sup>	2	2	2	1	0 <sup>b</sup>
Supporting a roof only	4	3	1	1	0 <sup>b</sup>	2	2	2	1	0 <sup>b</sup>
<b>Interior Bearing Walls</b>										
Supporting more than one floor, columns, or other bearing walls	4	3	2	1	0	1	0	2	1	0
Supporting one floor only	3	2	2	1	0	1	0	1	1	0
Supporting roofs only	3	2	1	1	0	1	0	1	1	0
<b>Columns</b>										
Supporting more than one floor, columns, or other bearing walls	4	3	2	1	0	1	0	H	1	0
Supporting one floor only	3	2	2	1	0	1	0	H	1	0
Supporting roofs only	3	2	1	1	0	1	0	H	1	0
<b>Beams, Girders, Trusses, and Arches</b>										
Supporting more than one floor, columns, or other bearing walls	4	3	2	1	0	1	0	H	1	0
Supporting one floor only	2	2	2	1	0	1	0	H	1	0
Supporting roofs only	2	2	1	1	0	1	0	H	1	0
<b>Floor-Ceiling Assemblies</b>	2	2	2	1	0	1	0	H	1	0
<b>Roof-Ceiling Assemblies</b>	2	1½	1	1	0	1	0	H	1	0
<b>Interior Nonbearing Walls</b>	0	0	0	0	0	0	0	0	0	0
<b>Exterior Nonbearing Walls<sup>c</sup></b>	0 <sup>b</sup>	0 <sup>b</sup>	0 <sup>b</sup>	0 <sup>b</sup>	0 <sup>b</sup>	0 <sup>b</sup>	0 <sup>b</sup>	0 <sup>b</sup>	0 <sup>b</sup>	0 <sup>b</sup>

## **Occupancy Classification: (Pick One)**

- **Ambulatory Health Care Occupancy.** An occupancy used to provide services or treatment simultaneously to four or more patients that provides, on an outpatient basis, one or more of the following: (1) Treatment for patients that renders the patients incapable of taking action for self-preservation under emergency conditions without the assistance of others(2)Anesthesia that renders the patients incapable of taking action for self-preservation under emergency conditions without the assistance of others(3)Emergency or urgent care for patients who, due to the nature of their injury or illness, are incapable of taking action for self-preservation under emergency conditions without the assistance of others.
- **Assembly (<300) (>300) (<1000) (>1000)** An occupancy (1) used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or (2) used as a special amusement building, regardless of occupant load.
- **Business** An occupancy used for the transaction of business other than mercantile.
- **Daycare (>12) (<12)** An occupancy in which four or more clients receive care, maintenance, and supervision, by other than their relatives or legal guardians, for less than 24 hours per day.
- **Detention and Correctional** An occupancy used to house one or more persons under varied degrees of restraint or security where such occupants are mostly incapable of self-preservation because of security measures not under the occupants' control.
- **Educational Occupancy** An occupancy used for educational purposes through the twelfth grade by six or more persons for 4 or more hours per day or more than 12 hours per week.
- **Health Care** An occupancy used to provide medical or other treatment or care simultaneously to four or more patients on an inpatient basis, where such patients are mostly incapable of self-preservation due to age, physical or mental disability, or because of security measures not under the occupants' control.
- **Industrial Occupancy** An occupancy in which products are manufactured or in which processing, assembling, mixing, packaging, finishing, decorating, or repair operations are conducted.
- **Mercantile Occupancy** An occupancy used for the display and sale of merchandise.  
Mercantile Sub-classifications:
  - (Class A) more than 30,000 SF
  - (Class B) 3,000-30,000 SF
  - (Class C) up to 3,000 SF
- **Residential Board and Care Occupancy** An occupancy used for lodging and boarding of four or more residents, not related by blood or marriage to the owners or operators, for the purpose of providing personal care services.
- **Storage Occupancy** An occupancy used primarily for the storage or sheltering of goods, merchandise, products, vehicles, or animals.
- **Lodging or Rooming House** A building or portion thereof that does not qualify as a one- or two-family dwelling, that provides sleeping accommodations for a total of 16 or fewer people on a transient or permanent basis, without personal care services, with or without meals, but without separate cooking facilities for individual occupants.
- **Hotel** A building or groups of buildings under the same management in which there are sleeping accommodations for more than 16 persons and primarily used by transients for lodging with or without meals.
- **Dormitory** A building or a space in a building in which group sleeping accommodations are provided for more than 16 persons who are not members of the same family in one room, or a series of closely associated rooms, under joint occupancy and single management, with or without meals, but without individual cooking facilities.
- **Apartment Building** A building or portion thereof containing three or more dwelling units with independent cooking and bathroom facilities.

## **WORK AREA METHOD WORK CLASSIFICATION (Pick One)**

- **Repair** (Chapter 6)  
The restoration to good or sound condition of any part of an existing building for the purpose of its maintenance. This includes the patching or restoration of materials, elements, equipment or fixtures.
- **Alteration Level 1** (Chapter 7)  
Any construction or renovation to an existing building other than a repair or addition. Level 1 includes the removal, replacement or covering of existing materials, elements, equipment or fixtures using new materials, elements or fixtures that serve the same purpose.
- **Alteration Level 2** (Chapter 8)  
Includes the reconfiguration of space; the addition or elimination of any door or window; the reconfiguration or extension of any system; or the installation of additional equipment. Triggers for improvements or upgrades beyond the scope of the work exist in this category, but full compliance with the code for new construction is not required.
- **Alteration Level 3** (Chapter 9)  
When Level 2 alterations work are exceeds 50 percent of the aggregate area of the building (i.e., the sum total of all floors in the building). Work area is defined as that portion or portions of a building consisting of all reconfigured spaces, as indicated in the construction documents. The work area excludes portions of the building in which work not initially intended by the owner is specifically required by the code. Triggers in this classification are work that potentially affects the building's fire protection system, vertical openings, means of egress, accessibility and structural systems.
- **Change of Occupancy** (Chapter 10)  
Is defined as a changes in the use of the building or a portion of a building. A Change of occupancy shall include any change of occupancy classification, any change from one group to another group within an occupancy classification or any change in use within a group for specific occupancy classification.
- **Addition** (Chapter 11)  
Is an extension or increase in floor area, number of stories or height of a building? Additions are treated as they have been traditionally. They are considered new construction and must comply with the respective I-Codes. An addition may be vertical or horizontal. The construction of the addition is not allowed to create or extend any nonconformity in the existing building related to accessibility, structural strength, fire safety, means of egress, or the capacity of the mechanical, plumbing or electrical systems. When an addition is made to an existing single-family building, the existing building must comply with the IBC or the IRC for the installation of smoke alarms, as applicable.
- **Historic** (Chapter 12)  
Work performed in historic buildings is permitted and must comply with the Chapter 12 requirements for repair, alteration and change of occupancy. Chapter 12 attempts to strike a balance between the historic nature of the structure and requirements for fire safety elements and systems, accessibility, change of occupancy and structural requirements. Historic buildings are defined as any building or structure that is one or more of the following:
  1. Listed, or certified as eligible for listing, by the State Historic Preservation Officer or the Keeper of the National Register of Historic Places, in the National Register of Historic Places.
  2. Designated as historic under an applicable state or local law.
  3. Certified as a contributing resource within a National Register, State designated or locally designated historic district.
- **Relocated or moved building** (Chapter 13)  
Are not defined in the code. Relocated buildings must comply with the requirements of the IBC or the IRC, whichever is applicable, for the location on the lot and foundation. With certain minor exceptions, the wind, snow, seismic and flood provisions of the IBC are applicable for the building's new location. Also, any work considered as a repair, alteration or change of occupancy must be dealt with like any other building.

## **CODE COMPLIANT METHOD (Pick One)**

- **Work Area Method** (Chapters 5-13) **\*Most Common\***  
This section allows compliance in accordance with Chapters 5 through 13 of the IEBC. These chapters contain provisions that are based on a proportional approach to compliance where upgrades are triggered by the type and the extent of the work.
- **Prescriptive Method** (Chapter 4)  
This section allows compliance in accordance with Chapter 4 of the IEBC. These provisions are intended to prescribe specific minimum requirements for construction related to existing buildings that includes the following: additions, alterations repairs, fire escapes, glass replacement, change of occupancy, historic buildings, moved structures and accessibility.
- **Performance Method** (Chapter 14)  
This chapter provides for evaluating a building based on fire safety, means of egress and general safety.

## 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>

## **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

# 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: _____