TOWN OF SCARBOROUGH MAINE COMMERCIAL BUILDING PERMIT

Project Name:

Street Location: Suite/Unit #

Contractor: Phone: Email:

Mailing Address:

Project Description:

Square Footage: Foundation Sq Ft: Renovated Sq Ft: New Construction Sq ft: Total Sq Ft:

Estimated Cost of Construction: $

Project Type:

- ☐ Addition
- ☐ Renovation
- ☐ Occupancy Change

Building Occupancy Use:

- ☐ Single Use
- ☐ Separated Use
- ☐ Mixed Use

Number of Stories:

Original # of Stories
Affected # of Stories
Total # of Stories

Sprinkler System

☐ No ☐ Yes

Fire Alarm Systen

☐ No ☐ Yes

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

- ☐ Fire Resistive: Type 1 ☐ (442) ☐ (332/IA)
- ☐ Protected Non-Combustible: Type II ☐ (222/IB) ☐ (111/IIA)
- ☐ Unprotected Non-Combustible: Type II (000/IIB)
- ☐ Protected Ordinary: Type III (211)
- ☐ Unprotected Ordinary: Type III (200/IIB)
- ☐ Heavy Timber: Type IV (2HH/IV)
- ☐ Protected Wood Frame: Type V (III/VA)
- ☐ 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 Exisiting Building Only (See attachment for classification): (see page 4)

Code Compliant Method (Pick One)

- ☐ Work Area Method (most common)
- ☐ Prescriptive Method
- ☐ Performance Method

Work Area Method Work Classification (Pick One)

- ☐ Alteration Level 1
- ☐ Alteration Level 2
- ☐ Alteration Level 3
- ☐ Historic
- ☐ Addition
- ☐ Repair
- ☐ Relocated/moved building
- ☐ Change of Occupancy

X Date:

Applicant: ☐ Owner ☐ Tenant ☐ Contractor

ADMINSTRATIVE SECTION CODE ENFORCEMENT - FIRE USE ONLY

Code Enforcement Officer: _____ Date: _____

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

Map/Lot:_____ Zone:_____ Application Number:_____

Building Permit Number:_____ Building Permit Fee: $_____

Fire Dept Permit Number:_____ Fire Dept Permit Fee: $_____

State Fire Marshall Permit Number:_____ Total Due: $_____

Planning Board Approval Required_____ Zoning Board Approval:_____

Town of Scarborough
FIRE DEPARTMENT
275 US Route 1
Scarborough, Maine 04074
Tel: 207-883-4542
Fax: 207-730-4270

Fire Prevention Office

John S. Brennan, Deputy Fire Chief

John R. Hedrick, Fire Inspector

Office of the State Fire Marshal Permit Requirements

The following occupancies require a construction permit through the Office of the State Fire Marshal for New Construction, Renovation or Change of Use per Title 25 §2448 and Title 5 §4594-G:

For purposes of this subsection, "public building" means any building or structure constructed, operated or maintained for use by the general public, including, but not limited to, all buildings or portions of buildings used for:

- State, municipal or county purposes
- Educational
- Health care, residential care nursing homes or any facility licensed by the Department of Health and Human Services
- Public assembly
- A hotel, motel, inn or rooming or lodging house
- A restaurant; (more than 50 occupants, otherwise it is a mercantile)
- Business occupancy of more than 3,000 square feet or more than one story
- Mercantile occupancy of more than 3,000 square feet or more than one story

Additional Permitting Requirements of the State Fire Marshals Office:

- All new Fire Sprinkler Systems (NFPA 13D, 13R, 13)
- Existing Fire Sprinkler Systems
  - More than 20 new sprinkler heads added to an existing sprinkler system
  - Sprinkler pipe is added, relocated or removed
- All new Fire Alarm systems installed within any of the occupancy classifications listed above
- All Type 1 NFPA 96 commercial cooking hood systems (Type 1 contains suppression systems)

Contact Information:

Office of the State Fire Marshal

(207) 626-3880

Scarborough Fire Prevention Office

(207) 730-4204

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)
B/NBC	1A	1B	2A	2B	2C	3A	3B	4	5A	5B
IBC	—	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
SBC	`I	II	—	IV 1 hr	IV UNP	V 1 hr	V UNP	III	VI 1 hr	VI UNP
UBC	—	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
Exterior Bearing Walls[a]										
Supporting more than one floor, columns, or other bearing walls	4	3	2	1	0[b]	2	2	2	1	0[b]
Supporting one floor only	4	3	2	1	0[b]	2	2	2	1	0[b]
Supporting a roof only	4	3	1	1	0[b]	2	2	2	1	0[b]
Interior Bearing Walls										
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
Columns										
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
Beams, Girders, Trusses, and Arches										
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
Floor-Ceiling Assemblies	2	2	2	1	0	1	0	H	1	0
Roof-Ceiling Assemblies	2	1½	1	1	0	1	0	H	1	0
Interior Nonbearing Walls	0	0	0	0	0	0	0	0	0	0
Exterior Nonbearing Walls[c]	0[b]	0[b]	0[b]	0[b]	0[b]	0[b]	0[b]	0[b]	0[b]	0[b]

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*** – Two sets if drawn to the scale required below and one set of electronic plans
- ***Commercial*** – Two set drawn to the scale required below and one set of electronic plans
- **Acceptable forms for Electronic plan submittal: 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 2015
  - 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.

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

(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