

TOWN OF JEFFERSON  
BUILDING PERMIT APPLICATION  
207-549-7401

<b>FOR OFFICE USE ONLY</b>	
Date Paid: _____	Permit #: _____
Fee Paid: \$ _____	CEO Received Date: _____
Cash( ) Credit Card( ) Check( ) # _____	CEO Initials: _____
Initials: _____	

Property Owner(s) \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Date of Ownership: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email: \_\_\_\_\_

Property Zoned As: Shoreland: Yes / No (If Yes Page #2 Must Also Be Completed) Residential: Yes / No  
Town Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Subdivision: Yes / No Subdivision Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ Structures on Lot \_\_\_\_\_

Building Contractor: \_\_\_\_\_ Phone # \_\_\_\_\_

Approximate Cost of Construction: \$ \_\_\_\_\_ Sewage Permit #: \_\_\_\_\_

New Construction ( ) Remodel ( ) Enlarge ( ) Move onto Lot ( )

Demolition ( ) Description of Building: \_\_\_\_\_

Change of Use/Occupancy ( ) From: \_\_\_\_\_ To: \_\_\_\_\_

**Existing Use of Property:** \_\_\_\_\_

**Proposed Use of Property, X All That Apply:** Single Family Home ( ) Modular Home ( ) Addition ( )  
Garage ( ) Deck or Porch ( ) Multiple Housing ( ) Commercial Building ( )  
*(Multiple Housing or Commercial Must Also Complete The Commercial Building Permit Application)*

Accessory Building ( ) Description of Building: \_\_\_\_\_

Mobile Home ( ) Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_ Serial #: \_\_\_\_\_

Other ( ) Description: \_\_\_\_\_

**Proposed Structure Size:** (Provide Dimensions in Square Feet)

**X All That Apply:** Foundation / Basement ( ) Slab ( ) NA ( )

1<sup>st</sup> FL. Sq. Ft.: \_\_\_\_\_ 2<sup>nd</sup> FL Sq. Ft.: \_\_\_\_\_ Decks or Porches Sq. Ft.: \_\_\_\_\_

Garage 1<sup>st</sup> FL. Sq. Ft.: \_\_\_\_\_ 2<sup>nd</sup> FL. Sq. Ft.: \_\_\_\_\_ **Total Proposed Square Feet:** \_\_\_\_\_

Existing Height of Building: \_\_\_\_\_ Proposed Finished Height of Building: \_\_\_\_\_

Number of Bedrooms: Present: \_\_\_\_ Proposed: \_\_\_\_ Number of Bathrooms Present: \_\_\_\_ Proposed: \_\_\_\_

**Shoreland Zone:** The land area located within Two Hundred and Fifty (250) feet, horizontal distance, of the normal high-water line of any great pond or river; within 250 feet of the upland edge of freshwater wetland; or within One Hundred (100) feet, horizontal distance, of the normal high-water line of a stream.

**Additional Shoreland Zoning Information Needed:**

Description of ALL Existing Buildings, Decks, Porches, Patios and Anything that is Not Natural Soil within Shoreland Zoning: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Excavation Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Excavation Contractor Shoreland Certification #: \_\_\_\_\_

(Contractor That Disturbs Soil in Shoreland Zoning Needs Maine State Certification from DEP)

Does the Proposed Project have an Existing Foundation / Basement? Yes / No Wall Height: \_\_\_\_\_

Does the Proposed Project have Existing Cement Post? Yes / No

Does the Proposed Project have Existing Wooden Post? Yes / No

Existing Square Feet of 1<sup>st</sup> Floor: \_\_\_\_\_ 2<sup>nd</sup> Floor: \_\_\_\_\_ Total: \_\_\_\_\_

Does the Proposed Project have an Existing Deck(s)? Yes / No Total Square Feet of Deck(s): \_\_\_\_\_

Does the Proposed Project have an Existing Porch(s)? Yes / No Total Square Feet of Porch(s): \_\_\_\_\_

Does the Proposed Project have an Existing Patio(s)? Yes / No Total Square Feet of Patio(s): \_\_\_\_\_

Does the Proposed Project have an Existing Garage? Yes / No Total Square Feet of Garage: \_\_\_\_\_

Does the Proposed Project have an Existing Shed? Yes / No Total Square Feet of Shed: \_\_\_\_\_

Has Any Building on the Property Ever Had Any Addition or Expansions done to them Since January 1, 1989? Include Decks And Porches Yes / No / Unsure If Yes What is the Distance from the Building to the Normal High Water Line: \_\_\_\_\_

Does your Proposal Include Foundation / Basement Work? Yes / No Wall Height: \_\_\_\_\_

Will the New Foundation Extend Beyond the Outer Limits of the Structure, As it Exists Now? Yes / No

Will the New Foundation Cause the Structure to be Elevated More Than Three Additional Feet? Yes / No

Will You Attempt to Relocate the Foundation and / or Structure to Meet the Setback Requirement to the

Greatest Practical Extent Possible? Yes / No

A SITE PLAN MUST ACCOMPANY THIS APPLICATION ON A SEPARATE PAPER AND INCLUDE THE FOLLOWING:

- A. LOT DIMENSIONS
- B. NAMES OF ROADS, STREETS, DRIVEWAYS, RIGHT-OF-WAYS, BODIES OF WATER AND LOCATION OF IT
- C. SKETCH SHOWING EXACT LOCATION OF EXISTING AND PROPOSED BUILDINGS, AND DISTANCE FROM LOT LINES AND BODIES OF WATER, AS WELL AS DIMENSIONS OF EXISTING AND PROPOSED BUILDINGS. Show Setbacks From Water and Property Lines. (Indicate Distance In Feet)
- D. LOCATION OF SEWAGE DESPOSAL AND WATER SUPPLY (If applicable)
- E. DRIVEWAY NOTICE: If your Driveway has road frontage on any State Rd, the location of the planned driveway entrance must be approved by the MAINE D.O.T. prior to applying for a building permit. FMI contact David Allen @ 207-624-8200.
- F. If your property has frontage on a Town Rd you must get approval from the Road Commissioner. Please call the Town Office for contact information.

Minimum Fee: (\$ .20 or \$ .30 sq. ft.) \$100.00 (\$ .15 sq. ft.) \$50.00

FEES	
Single Family Dwelling -----	\$ .20 per sq. ft.
Multiple Housing Units -----	\$ .30 per sq. ft.
Commercial Business-----	\$ .30 per sq. ft.
Garage-----	\$ .15 per sq. ft.
Additions (Decks, Porches, Dormers, exc. --)	\$ .15 per sq. ft.
Accessory Building -----	\$ .15 per sq. ft.
Road Entrance Fee-----	\$50.00
Swimming Pool -----	\$25.00
Change of Occupancy -----	\$100.00
Cell Tower or Antenna -----	\$200.00

**TERM OF PERMIT:** For Residential all construction shall have substantial commencement within Six (6) months of date of issue of Building Permit and be completed within One (1) year or a new permit must be obtained in the manner as identified in Section 4. C and D of the Building Ordinance.

**TERM OF PERMIT:** For Shoreland Permits shall Expire One (1) Year from the date of Issuance if a substantial start is not made in construction or in the use of the property during that period. If a substantial start is made within One (1) Year of the issuance of the permit, the applicant shall have One (1) additional year to complete the project, at which time the permit shall Expire.

**FEES MUST ACCOMPANY APPLICATION AND ARE NON-REFUNDABLE  
APPLICATIONS WILL NOT BE ACCEPTED WITHOUT PAYMENT**

False information may invalidate a permit and require that work be stopped. Your signature authorizes inspections necessary to issue permit and insure compliance with regulation

Signature of Property Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

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

Application: Approved ( ) Denied ( ) Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

CEO COMMENTS:

( ) Needs Planning Board Approval

CEO: \_\_\_\_\_

CEO/LP TOWN OF JEFFERSON

Planning Board: Approved ( ) Denied ( ) Vote: \_\_\_\_\_ TO \_\_\_\_\_ Date: \_\_\_\_\_

Planning Board Comments:

\_\_\_\_\_

Planning Board Chair

Appeals Board: Approved ( ) Denied ( ) Vote: \_\_\_\_\_ TO \_\_\_\_\_ Date: \_\_\_\_\_

Appeals Board Comments:

\_\_\_\_\_

Appeals Board Chair

**PLOT PLAN** PLEASE INCLUDE ALL SETBACKS DISTANCES FROM PROPERTY LANDS AND WATERBODIES; ANY EXISTING WELLS AND SEPTIC SYSTEMS. INCLUDE 100 FT. SHORELAND SETBACK OR FLOOD ELEVATIONS IF APPLICABLE. SHOW ALL PROPOSED DECKS AND PORCHES

**NORTH**



SEE ATTACHED PLAN

SCALE \_\_\_\_\_ = \_\_\_\_\_ FT.

# TOWN OF JEFFERSON

P.O. BOX 77  
JEFFERSON, MAINE 04348

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Phone: (207) 549-7401  
Fax: (207) 549-7709

## 911 ADDRESS

DEAR PROPERTY OWNER

With every new home or business built in the Town of Jefferson, it is necessary to identify it's physical location. This address will enable emergency vehicles to locate those in need as soon as possible. To help us determine what your address should be, would you please supply us with the following:

- 1) THE EXACT NUMBER OF FEET FROM THE CENTER OF YOUR DRIVEWAY TO THE CENTER OF YOUR NEAREST NEIGHBOR'S DRIVEWAY.
- 2) THE NAME AND ADDRESS OF THAT NEIGHBOR
- 3) THE NAME AND /OR ADDRESS OF ANOTHER HOME ON YOUR ROAD AND;
- 4) A DIAGRAM OF THE APPROXIMATE LOCATION OF ALL THREE BUILDINGS

TO ALLOW TIME FOR PROCESSING THIS INFORMATION SHOULD BE RETURNED ALONG WITH YOUR BUILDING PERMIT.

YOU WILL ALSO NEED YOUR NEW 911 ADDRESS TO GET YOUR UTILITY SERVICE..

Sincerely,

Lynne Barnikow  
Jefferson Town Clerk

# PLUMBING APPLICATION

Maine DHHS/CDC – Division of Environmental & Community Health

PROPERTY ADDRESS				ISSUING MUNICIPAL OFFICE			
City, Town, or Plantation				Town/City			
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 \$		Local \$	
Street				LOCATION Map #		Lot #	
City				Internal plumbing fixtures and piping may not be installed until a permit is issued by the Local Plumbing Inspector. The permit authorizes the owner or installer to install the plumbing system in accordance with this application and the Maine Subsurface Wastewater Disposal Rules.			
State		Zip Code					
OWNER/APPLICANT STATEMENT				<b>CAUTION: INSPECTION REQUIRED</b> I have inspected the installation authorized above and found it to be in compliance with the Maine Plumbing Rules Application.			
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.							
Signature of Owner/Applicant		Date		LPI Signature		Date (Rough-In)	
Copy: Property Owner <input type="checkbox"/>		Town <input type="checkbox"/>		State <input type="checkbox"/>		Date (Final)	

PERMIT INFORMATION					
This application is for:		Type of structure to be served:		Plumbing to be installed by:	
<input type="checkbox"/> New Plumbing <input type="checkbox"/> Relocated Plumbing		<input type="checkbox"/> Single Family Residence <input type="checkbox"/> Modular or Mobile Home <input type="checkbox"/> Multiple Family Dwelling <input type="checkbox"/> Other (specify below)		<input type="checkbox"/> Master Plumber License # <input type="checkbox"/> Oil Burner Installer License # <input type="checkbox"/> Mfd. Housing Rep. License # <input type="checkbox"/> Public Utility Rep. License # <input type="checkbox"/> Property Owner	
Column 1 – Hook-Up & Relocation		Column 2 – Fixtures		Column 3 – Fixtures	
Maximum 1 Hook-Up		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	
Hook-Up (b) <input type="checkbox"/> <i>Hook-up to an existing subsurface wastewater disposal system.</i>		Drinking Fountain		Wash Basin	
		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="checkbox"/>		Water Heater	

**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

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

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

# TOWN OF JEFFERSON

P.O. BOX 77  
JEFFERSON, MAINE 04348

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Phone: (207) 549-7401  
Fax: (207) 549-7709

## PLUMBING DEPOSIT AGREEMENT

Date: \_\_\_\_\_

I, \_\_\_\_\_, have paid the Town of Jefferson a \$100  
*(Name of Contractor or Owner)*

Plumbing Permit Deposit for the following property: \_\_\_\_\_  
*(Street Address)*

located on Map \_\_\_\_\_, Lot \_\_\_\_\_. I acknowledge that I have two (2) years from  
today's date to get the system properly inspected and request a refund of the \$100 deposit,  
or my deposit will be forfeited to the Town.

Signed: \_\_\_\_\_ Witness: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

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OFFICE USE ONLY

Permit # \_\_\_\_\_



FEE \$50.00  
PAID \_\_\_\_\_

**TOWN OF JEFFERSON**  
**APPLICATION FOR DRIVEWAY OR ROAD ENTRANCE ONTO TOWN ROAD**

Application Date \_\_\_\_\_ Permit Issue Date \_\_\_\_\_  
Owner Name \_\_\_\_\_ Map \_\_\_\_\_ Lot \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

IN ACCORDANCE WITH TITLE 23, REVISED STATUTES ANNOTATED, APPLICATION IS HEREBY MADE TO CONSTRUCT AN ENTRANCE TO MY PROPERTY ON:

NORTH \_\_\_ SOUTH \_\_\_ EAST \_\_\_ WEST \_\_\_ SIDE OF THE FOLLOWING TOWN OWNED ROAD, \_\_\_\_\_ FOR THE FOLLOWING PURPOSE:  
RESIDENTIAL \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ DEVELOPMENT \_\_\_\_\_ OTHER \_\_\_\_\_  
Description of other as needed \_\_\_\_\_

The following is information in regard to the location and requested entrance(s):

1. Road frontage of lot \_\_\_\_\_ ft.
2. Depth of lot \_\_\_\_\_ ft.
3. Number of entrances requested \_\_\_\_\_.
4. Proposed width of entrance(s) \_\_\_\_\_
5. Setback from center of road (A) to buildings \_\_\_\_\_ (B) to other structures \_\_\_\_\_
6. The surface on the proposed driveway is to be \_\_\_\_\_
7. Construction desire to commence on \_\_\_\_\_ to be completed by \_\_\_\_\_.
8. Is this entrance part of a project/development requiring DEP or LURC site location permit?  
Yes \_\_\_\_\_ No \_\_\_\_\_
9. Is this property located within the Shore land Zone? Yes \_\_\_\_\_ No \_\_\_\_\_

**THE OWNER HEREBY AGREES:**

- (1) To provide, erect and maintain all necessary barricades, lights, warning signs and other devices to safeguard traffic properly while the work is in progress.
- (2) That the highway will at no time be closed to traffic.
- (3) Where the drive is located in curb, curb and gutter, and/or sidewalk section, the owner will completely remove the existing curb, curb and gutter.
- (4) Shall obtain and have delivered to the site any culverts and/or drainage structures which may be necessary for drainage, the size, type and length as called for to ensure proper drainage so as to ensure the integrity of the road. Said culvert(s) to be installed at the owner's expense.
- (5) To construct and maintain the approach to the driveway/private road in accordance with the Maine Department of Transportation, "Rules and Regulations".

**FURTHER CONDITION OF THE PERMIT:** Shall be that the owner shall well and truly pay all damages, fines, and penalties for which he shall become liable, and shall indemnify and safe harmless said Town against all suits, claims, damages and proceedings of every kind arising out of the construction and maintenance of said driveway approach, including snow removal.

\_\_\_\_\_  
**SIGNATURE OF OWNER**

