

TOWN OF JEFFERSON
BUILDING PERMIT APPLICATION
207-549-7401

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

Property Owner(s) _____ Phone # _____

Mailing Address: _____ Town: _____ State: _____ Zip: _____

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: Single Family Home () Modular Home () Addition () Garage ()

Deck or Porch () Multiple Housing* () Commercial Building* () Shoreline Stabilization ()

Additional Dwelling Unit** () Accessory Dwelling Unit** ()

Solar Farm – Medium*** () Solar Farm – Large*** ()

****Multiple Housing or Commercial Building Must Also Complete the Commercial Building Permit Application***

*****See Building Ordinance for Additional Requirements***

******See Solar Farm Ordinance for Additional Requirements***

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 ()

1st FL. Sq. Ft.: _____ 2nd FL. Sq. Ft.: _____ Decks or Porches Sq. Ft.: _____

Garage 1st FL. Sq. Ft.: _____ 2nd FL. Sq. Ft.: _____ **Total Proposed Sq. Ft.:** _____

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.

Be advised that if your project (e.g., shoreline stabilization) is within 100 feet of a brook, stream, lake, river, wetland, great pond, or other waterbody, it probably requires a Natural Resources Protection Act Permit-by-Rule (PBR) from the Department of Environmental Protection **before** work begins. Some of the work that requires a PBR are: soil disturbance, grading, filling (with any material), beach construction or repair, dredging, draining water from or discharging water to a waterbody, bridge or culvert crossings, permanent wharves, docks or moorings, most retaining wall construction or repair and any shoreline alteration or disturbance.

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 1st Floor: _____ 2nd 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: _____ feet

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 DISPOSAL 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. For more information 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.
Additional & Accessory Dwelling Unit -----	\$.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, etc.) -----	\$.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
Shoreline Stabilization -----	\$ 50.00
Solar Farm – Medium (Up to 4 acres) -----	\$ 5,000
Solar Farm – Large (4-10 acres) -----	\$10,000

TERM OF PERMIT: For Residential Permits, 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: 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 ensure compliance with regulation.

Fees are doubled for after-the-fact permits (i.e., permit applied for after the project started or completed).
Fees for after-the-fact permits in the Shoreland Zone are Fee Total x 5.

Signature of Property Owner(s): _____ Date: _____

Permit #: _____

Application: Approved () Denied () Date: _____

For Additional or Accessory Dwelling Unit(s):

Septic system verified as adequate Yes () No ()

Access to adequate water verified as acceptable Yes () No ()

Reason for Denial: _____

CEO Comments:

() Needs Planning Board Approval

CEO: _____
CEO/LPI TOWN OF JEFFERSON

Planning Board: Approved () Denied () Vote: ____ to ____ Date: _____

Planning Board Comments:

Planning Board Chair

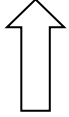
Appeals Board: Approved () Denied () Vote: ____ to ____ Date: _____

Appeals Board Comments:

Appeals Board Chair

PLOT PLAN PLEASE INCLUDE ALL SETBACK DISTANCES FROM PROPERTY LINES AND WATERBODIES; ANY EXISTING WELLS AND SEPTIC SYSTEMS. INCLUDE 100 FT. SHORELAND SETBACK OR FLOOD ELEVATIONS IF APPLICABLE. CLEARLY SHOW ALL PROPOSED NEW STRUCTURES.

NORTH



SEE ATTACHED PLAN

SCALE: _____ INCH = _____ FEET

TOWN OF JEFFERSON

P.O.BOX 77
JEFFERSON, MAINE 04348

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 \$	
Street				LOCATION		Local \$	
City				Map #		Lot #	
State		Zip Code		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.			
OWNER/APPLICANT STATEMENT				CAUTION: INSPECTION REQUIRED			
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.				I have inspected the installation authorized above and found it to be in compliance with the Maine Plumbing Rules Application.			
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:	
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	
Maximum 1 Hook-Up		Type of Fixture		Type of Fixture	
Hook-Up (a) <input type="checkbox"/>		Hosebib/Sillcock		Bathtub (and Shower)	
<i>Hook-up to public sewer in those cases where the connection is not regulated and inspected by the local sanitary district.</i>		Floor Drain		Shower (Separate)	
		Urinal		Sink	
		Drinking Fountain		Wash Basin	
Hook-Up (b) <input type="checkbox"/>		Indirect Waste		Water Closet (Toilet)	
<i>Hook-up to a newly permitted or existing subsurface wastewater disposal system.</i>		Treatment Softener, Filter, etc.		Clothes Washer	
		Grease/Oil Separator		Dishwasher	
Piping Relocation <input type="checkbox"/>		Roof Drain		Garbage Disposal	
<i>Relocation of sanitary lines, drains, and piping without new fixtures.</i>		Bidet		Laundry Tub	
		Other: <input type="text"/>		Water Heater	
Total Column 1 <input type="text"/>		Total Column 2 <input type="text"/>		Total Column 3 <input type="text"/>	
+		+		= Enter Total Fixtures / Hook-Ups Below	
PERMIT TRANSFER ONLY <input type="checkbox"/> \$10.00				Total Fixtures / Hook-Ups	
				Per-Fixture Fee \$	
				TOTAL PERMIT FEE \$	

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

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 Shoreland 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