

Appendix A Building Permit Application

APPLICATION FOR BUILDING/LAND USE PERMIT

TOWN OF
SULLIVAN
1888 US
HIGHWAY #1
SULLIVAN, ME 04664

DATE _____ PERMIT # _____

RESIDENTIAL ONLY

Applicant Name _____ Telephone _____

Street Address _____

Town _____ State _____ Zip _____

Property Owner (if different from above)

Street Address _____

Town _____ State _____ Zip _____

TYPE OF PERMIT (DEP Permit by Rule may be required)

BUILDING

- New Construction
- Addition
- Alteration*
- Change of Use**
- Home Occupation
- Demolition*
- Relocation*
- Repair*
- Other

LAND USE

- Clearing
- Timber Harvest
- Excavation
- Back Fill
- Driveway
- Other

*Denotes DEP notification and/or inspection required for asbestos or asbestos containing equipment

**Change of use from a single family residence to a non-single family residence

DESCRIPTION OF PROPERTY

Shoreland [] Yes [] No Floodplain [] Yes [] No

Map _____ Lot _____ Zone Designation* [] N/A [] WL [] SPD [] RP [] GD [] LR [] LC [] CFMA

*Legend: As shown on official Shoreland Zoning map located at the Town Office.

- NA = not Shoreland Zone
- WL = Wetlands
- SPD = Stream Protection District
- RP = Resource Protection
- GD = General Development District
- LR = Limited Residential District
- LC = Limited Commercial District
- CFMA = Commercial Fisheries/Maritime Activity District

Present Use _____

Name of Subdivision _____

DESCRIPTION OF ACTIVITY (briefly describe the activity to be covered by this permit including number of square feet or percent of home utilized for Home Occupation)

DESCRIPTION OF STRUCTURE

Exterior Dimensions _____ Number of Floors _____ Total Square Feet _____

Serial Number (mobile or modular) _____

NON-REFUNDABLE FEE REQUIRED: Checks payable to Town of Sullivan

- Application fee of \$25.00 for the first \$25,000 of the estimated project cost plus \$1 per thousand for the estimated cost over \$25,000
- Renewal/Replacement of permit \$15.00 only (application fee does not apply).
- Home Occupation permit valid indefinitely \$25.00 only

Subtotal \$ _____

STRUCTURES (NEW, ADDITIONS, MOVE-ONS)

- Structures in shore land zone: \$25.00 surcharge - DEP Permit by Rule may be required

Subtotal \$ _____

Non-Structural:

- Demolition -- application but no fee
- Driveways to State roads -- DOT notice required
- Seawalls and docks -- DMR/DEP notice required

Subtotal \$ _____

Fee Total \$ _____

PROJECTS STARTED BEFORE PERMIT IS ISSUED WILL INCUR DOUBLED FEES

ANY PERSON OR ENTITY UNDER REVIEW FOR OR CHARGED WITH AN EXISTING LAND USE VIOLATION SHALL BE INELIGIBLE FOR A BUILDING PERMIT

INCLUDE THE FOLLOWING: (as applicable, originals not required)

- Proof of ownership
- Plot Plan (to scale) showing the following:
 - Dimensions
 - Structural locations
 - Abutting waterways
 - Distances of structures to lot lines
 - Location of sewage disposal system
 - Location of well
 - Area of land to be cleared
 - Earth moving activity (3-D plan with specific values for the amount of earth removed or fill)
- E-911 request (if applicable)

ATTACH THE FOLLOWING: (if applicable)

- Copy of plumbing permit (if required)
- Copy of excavators state certification if digging in shore land (if required)
- Copy of subsurface waste water permit
- Copy of federal, state or local permits and variances regarding the use of this property
- Copy of building plans and specifications
- Any other information which will assist in the approval of this application

PROPOSED START DATE: _____ PROPOSED COMPLETION DATE: _____

ESTIMATED COST OF PROJECT: _____

Said permit to be issued based on the information contained within this application. The applicant hereby certifies that all the information and attachments to this application are accurate. All proposed uses shall be in conformance with this application and the ordinances of the Town of Sullivan. The applicant and contractor are knowledgeable of all applicable ordinances. Incomplete applications will be rejected.

To the best of my knowledge, all information on this application and its attachments is true and correct. All proposed uses and structures will be in conformance with all applicable ordinances of the Town of Sullivan, the laws and codes of the State of Maine and all applicable federal laws. I further grant permission to the Town CEO or designee to enter said property, at any agreed upon date and time for the purpose of permit associated inspection as called for in applicable ordinances.

Signature of Applicant

Date

Town of Sullivan
Code Enforcement

Site or Plot Plan Requirements

All applications for a permit shall be accompanied by a plan that includes:

- All items accurately drawn to scale
- Actual dimensions and distances
- Actual shape and dimensions of the lot for which a permit is sought
- The location and size of all buildings, structures, water bodies, and other significant features currently existing on the lot
- The location of new buildings, structures, or portions thereof to be constructed
- Building design plans for new structures
- The existing and intended use of each building or structure
- The location of soils test pits, subsurface sewage disposal system, parking lots, driveways, signs, buffer strips and private wells as applicable
- All new dwellings require a Septic Plan (HHE-200 form) completed by a State certified site evaluator.
- Such other information as may be reasonably required by the Code Enforcement Officer to provide for the administration and enforcement of the Land Use Ordinance

E-911 Address Requirements

An E-911 address (issued by the Assessor) is required on all residential dwellings in accordance with the following:

- An E-911 address must be posted on a dwelling if the dwelling is visible from the public way
- An E-911 address must be posted at the end of the driveway and visible from both directions if the dwelling is not visible from the public way