



# Town of South Berwick

180 Main Street, South Berwick, ME 03908  
Phone: (207) 384-3300 Fax: (207) 384-3303  
[www.southberwickmaine.org](http://www.southberwickmaine.org)

## APPLICATION: BUILDING PERMIT

PERMIT NUMBER \_\_\_\_\_ DATE \_\_\_\_\_ MAP \_\_\_\_\_ LOT \_\_\_\_\_ ZONE \_\_\_\_\_

Joseph Rousselle, Code Enforcement Officer  
Office Hours: Monday, Tuesday, Friday: 8 am to 12 noon  
Inspection Hours: Monday, Tuesday, Friday: 1 pm to 4 pm  
*Inspections can be scheduled by calling Joseph Rousselle at (207) 384-3300, ext. 111 with 24-hour advance notice*

**No permits shall be issued the day an application is submitted.**

**A permit for a new driveway onto a Town or State road shall be submitted with this application.**

1. **Owner of Record:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

2. **Applicant (if other than owner):** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

3. Project Location: \_\_\_\_\_

4. Map \_\_\_\_\_ Lot \_\_\_\_\_

5. Zoning District: \_\_\_ R-1 \_\_\_ R-2 \_\_\_ R-3 \_\_\_ R-4 \_\_\_ R-5 \_\_\_ B-2 \_\_\_ B-R \_\_\_ I-1 \_\_\_ I-2  
\_\_\_ Shoreland \_\_\_ Resource Protection \_\_\_ Flood Hazard \_\_\_ Aquifer Protection

6. Type of permit requested:  
\_\_\_ Residential \_\_\_ Commercial \_\_\_ Other

Check all that apply:

\_\_\_ New Structure \_\_\_ Addition to Structure \_\_\_ Alteration to Structure \_\_\_ Demolition  
\_\_\_ Move a Structure \_\_\_ Swimming Pool \_\_\_ Sign \_\_\_ Septic  
\_\_\_ Public Water \_\_\_ Public Sewer \_\_\_ Well \_\_\_ Other (Describe) \_\_\_\_\_

7. Complete Description of Project:  
\_\_\_\_\_  
\_\_\_\_\_

***(If project is a NEW DWELLING, a Growth Permit Application, must accompany this form)***

8. Dimensions of Lot: Width \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_ Frontage \_\_\_\_\_  
 Name of Street on which lot has frontage: \_\_\_\_\_ / \_\_\_Public \_\_\_Private
9. **Value of Work:** (Provide Estimate; To be verified by the Code Enforcement Officer)  
 \_\_\_\_\_
10. **Total Gross Floor Area** of New Structure or Additions: (Include attic space with a height of 7 feet or more between floor and ceiling or rafter): \_\_\_\_\_Sq. Ft. (To be verified by the Code Enforcement Officer)
11. Will the work require new or relocated internal plumbing?    \_\_\_Yes            \_\_\_No
12. Will the work add bedroom(s) to the structure?            \_\_\_Yes            \_\_\_No
13. Was this lot split off from another lot within the last 5 years?    \_\_\_Yes            \_\_\_No
14. Has any part of this lot been split off within the last 5 years?    \_\_\_Yes            \_\_\_No
15. Is the property part of a recorded subdivision?            \_\_\_Yes            \_\_\_No  
 If yes, please provide the name of the subdivision: \_\_\_\_\_
16. Name of General Contractor: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_
17. Is there more than one use on the property?    \_\_\_Yes            \_\_\_No  
 If yes, please describe: \_\_\_\_\_
18. Are there any Deed restrictions on the property?    \_\_\_Yes (If yes, please attach a copy)            \_\_\_No

---

**NOTE TO APPLICANT - PLEASE READ and SIGN BELOW**

By signing below I agree:

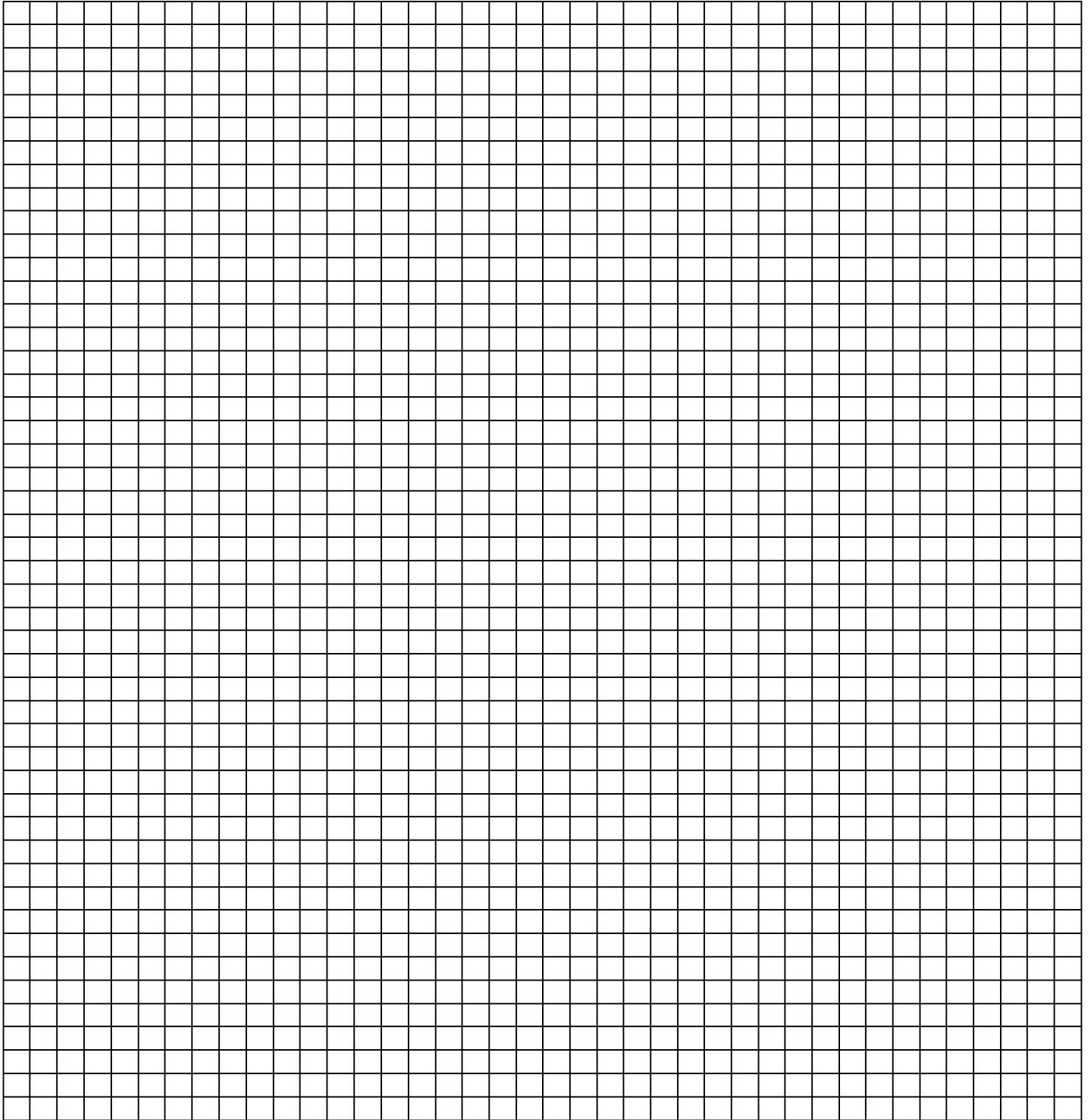
- 1) Building Permit will expire after 12 months if the foundation is not installed, unless weather conditions prevent construction.
- 2) The Front Yard Setback is from the property line, not the edge of the pavement or gravel.
- 3) I will notify the Code Enforcement Officer of any changes in any information, plans or project specifications.
- 4) I will call for all required inspections indicated on the permit *at least 24 hours in advance*.
- 5) I will obtain a Certificate of Occupancy from the Code Enforcement Officer **prior to occupying the structure or property, or establishing a new use.**
- 6) I will abide by the existing ordinances of the Town of South Berwick, and the laws and regulations of the State of Maine which authorize the issuance of this permit.
- 7) The Code Enforcement Officer may require a Foundation Certification.

**CERTIFICATION. To the best of my knowledge, all information submitted with this application is true and correct. All proposed uses will be in conformance with this application and the South Berwick Land Use Ordinance.**

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

Use this grid or a separate sheet of paper to prepare a site plan showing property lines and the location of existing and proposed structures, parking areas, driveways, and water bodies or wetlands.



**STREET**

---

## REQUIRED MATERIALS FOR A BUILDING PERMIT

1. \_\_\_\_\_ Completed Application
2. \_\_\_\_\_ Plot Plan attached
3. \_\_\_\_\_ Deed attached
4. \_\_\_\_\_ Permit for Subsurface Wastewater Disposal System – 3 copies (if needed)
5. \_\_\_\_\_ Building Plans
6. \_\_\_\_\_ Driveway or Culvert Permit from Town

## REQUIRED INSPECTIONS

1. \_\_\_\_\_ Setback Distances from Property Lines to Foundation
2. \_\_\_\_\_ Foundation, Ties plugged, Waterproof applied, Foundation Drainage (required)  
***Before Back Filling Foundation***
3. \_\_\_\_\_ Framing before Insulation and Sheet Rock
4. \_\_\_\_\_ Rough Plumbing with Pressure Test
5. \_\_\_\_\_ Insulation
6. \_\_\_\_\_ Final Inspection for Occupancy Permit (***Before occupying structure***)

APPROVAL OR DENIAL OF APPLICATION: Map \_\_\_\_\_ Lot \_\_\_\_\_  
(For Office Use Only)

THIS APPLICATION IS: \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

IF *DENIED*, REASON FOR DENIAL:

---

---

---

---

---

IF *APPROVED*, THE FOLLOWING CONDITIONS ARE PRESCRIBED:

---

---

---

---

---

NOTE: IN APPROVING A SHORELAND ZONING PERMIT, THE PROPOSED USE SHALL COMPLY WITH THE PURPOSES AND REQUIREMENTS OF THE SHORELAND ZONING ORDINANCE FOR THE TOWN OF SOUTH BERWICK.

\_\_\_\_\_  
CODE ENFORCEMENT OFFICER

\_\_\_\_\_  
DATE

PERMIT #: \_\_\_\_\_

FEE AMOUNT: \$ \_\_\_\_\_

**TOWN OF SOUTH BERWICK**  
**COST RECOVERY FEE SCHEDULE**  
**Building Permit Fees are Non-Refundable**

RESIDENTIAL

\$.50 per Sq. Ft. of living space, per floor  
\$.20 per Sq. Ft. of unfinished attic or basement

DECKS – PORCHES – SHEDS

\$.20 per Sq. Ft., \$25.00 minimum

SWIMMING POOLS: ABOVE & IN-GROUND

\$.20 per Sq. Ft., \$25.00 minimum

AFTER-THE-FACT

Double the Established Fee

COMMERCIAL, RETAIL, LIGHT & LARGE INDUSTRIAL, AND MANUFACTURING

\$.30 per Sq. Ft.

COMMUNICATION TOWERS

\$2.00 per \$1,000.00 of Construction Costs

RENOVATIONS

\$50.00 for 1 story, \$100.00 complete renovation

ALL OTHER LAND USE PERMITS

\$25.00, minimum Permit Fee

---

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

LAND USE PERMIT #: \_\_\_\_\_

SEPTIC SYSTEM PERMIT #: \_\_\_\_\_

Internal Plumbing Permit #: \_\_\_\_\_

LAND USE FEE: \$ \_\_\_\_\_

SEPTIC SYSTEM PERMIT FEE: \$ \_\_\_\_\_

**TOTAL FEES: \$ \_\_\_\_\_**