

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