Applications due by 1st Tuesday of the month for meeting on 3rd Tuesday of the same month.

TOWN OF JONESPORT
Building Permit Application

Map _____ Lot _____ HHE #_____ Application #_____

Physical Address/Location of project _____

The undersigned applies for a building permit for uses indicated below. Said permit is to be considered based on the information contained within this application. Any Federal, State or Local statutes or regulations shall be applicable, and their compliance necessary to obtain a permit. Applicant must be the owner of record or provide signed letter of authorization for the designated agent to represent them. Incomplete applications will not be processed.

OWNER	APPLICANT *
Name _____	Name _____
Mailing address _____	Mailing address _____
_____	_____
Phone _____	Phone _____

*If applicant is different from owner and not the designated agent, applicant MUST include proof showing right title or interest in property.

If located in a Subdivision,
provide Subdivision Name _____ and Lot # _____

Construction start date: _____ Completion date: (approx.) _____

Based on square footage for freestanding structures or additions to existing structures the following fee schedule applies. Fees are payable at the time of submission of application.
Checks payable to Treasurer, Town of Jonesport.

Square footage	Permit Fee	After the fact Permit Fee		CEO fee
101 – 500 SF	$25.00	$325.00		$150.00
501 – 1500 SF	$50.00	$350.00		$150.00
1501 – 3500 SF	$100.00	$400.00		$150.00
3501 + SF	$200.00	$500.00		$150.00

$300 additional fee assessed for any permit requested after completion of project.
Note: Structures less than 100 SF do not require a building permit but do require a CEO review. (CEO = Code Enforcement Officer)

Total square footage: _____ Dimensions: _____

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Existing Property Information

Existing Facilities: Well Septic Public Road

Lot Dimensions: Width _____ Length _____ Area (acres) _____

Are current uses non-conforming? *YES or NO* If YES, explain: _____

_____

_____

Are permits required from the State of Maine or Federal Government? *YES or NO?*

If Yes, explain: _____

_____

_____

Proposed Property Information: Mark by X where applicable

Residential _____ Commercial _____ Accessory _____

New Dwelling _____ New Use _____ Describe: _____

Manufactured Home _____ Expansion _____ _____

Addition _____ _____

If the application is for a free-standing structure (excluding windmills), such as open decks or ramps, and will have no plumbing or electrical service connection, please proceed to signature page, sign and date.

For all other dwellings please proceed.

And note: For all dwellings or additional bedrooms, an approved plumbing permit (HHE 200) is required. HHE 200 must be signed by a licensed site evaluator as well as the Local Plumbing Inspector or the application will not be considered.

Road opening permits from Maine DOT are required for all new entrances on state roads.

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IF YOU WILL NOT BE AVAILABLE TO MEET WITH THE CEO WHEN HE/SHE INSPECTS THE CONSTRUCTION PROJECT, PLEASE PLACE STAKES WHERE ALL STRUCTURES WILL BE PLACED, INCLUDING SEPTIC SYSTEM. THIS WILL ELIMINATE ANY EXTRA FEES FOR MORE THAN TWO SITE VISITS.

Scale _____ = _____ feet

Elevations – Please show a picture of the proposed development and its height and shape above ground and include all dimensions. You may attach formal building plans and drawings if you wish.

FRONT OF REAR VIEW

SIDE VIEW

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PLOT PLAN

Please include all setback distances from property boundaries, roads, streets and right of way, all wetlands and water bodies, any proposed or existing wells and septic systems. Include shore land setback and/or flood elevations if applicable. Show all construction including decks and porches.

Please use dotted lines for existing building and solid lines for all proposed construction. Show all existing and proposed building on your plan. Also show driveways, septic systems, wells, utility poles, and accurately measured distances to abutting landowners well and septic systems. Include all dimensions of both previous and proposed construction. Please include distances from roads of abutting landowners so that appropriate 911 address can be issued (if needed).

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Please consult State Regulations and Jonesport Shoreland Zoning Ordinances.

Earth Moving: Less than 10 Cubic Yards _____ qty / 10+ Cubic Yards _____ qty

Shore land applicants: Circle the type requested below and enter amount.

1. Filling _____cubic yards of fill
2. Excavation _____cubic yards removed
3. Paving _____square yards paved
4. Drilling _____
5. Mining _____ acres mined
6. Dredging _____cubic yards dredged
7. Levee _____cubic yards in levee
8. Dam _____acres of water surface
9. Residential structure
10. Non-residential structure
11. Water dependent use
    a. Dock Dimensions _____
    b. Pier Dimensions _____
    c. Boat Ramp Dimensions _____
12. Flood Proofing
13. Contractor Name and Certification Number _____
14. Other (explain) _____
15. Affected water body_____
16. Distance from (DEP) high water line for development_____
17. Is clearing of trees and other vegetation required? *YES* or *NO*? If yes, explain:_____
    _____
    _____

Floodplain applicants:

Flood Zone: A&AE_____ Floodway _____ V&VE _____ ZO_____AH_____

Elevation of lowest floor for all structures _____feet
Grade elevation of lowest grade adjacent to the existing or proposed wall _____feet
Distance in feet of confluence, or Corporate Limit _____feet
If in Flood Zone AE or A1-A130, nearest cross section references:
Above Site _____feet Below Site _____feet
Elevation of Base Flood at nearest cross section:
Above Site _____feet Below Site _____ feet
If "A" Zone, Base Flood Elevation _____ feet
Basis of "A" Zone BFE determination _____feet
If in "VE" Zone nearest transect:
Above Site _____feet Below Site _____ feet

Provide a statement describing how each applicable development standard (set forth in the Flood Hazard Development Ordinance will be met. If a watercourse is to be altered or relocated, describe in detail, and provide copies of all applicable state and federal permits.

Name of surveyor/architect/engineer _____ License # _____

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SIGNATURE PAGE

Signature by the applicant indicates an awareness of the requirements of the Jonesport Land Use Ordinance, the Jonesport Shoreland Zoning Ordinance, (and all other applicable ordinances), the Floodplain Hazard Ordinance for the Town of Jonesport, and any other applicable State and Federal Regulations. **A CONSTRUCTION SITE REVIEW BY THE JONESPORT CODE ENFORCEEBT OFFICEMYST BE OPTAINED BEFORE THE STRUCTURE HEREBY PERMITTED IS STARTED.**

BUILDING PERMITS EXPIRE ONE YEAR FROM DATE OF APPROVAL
BUILDING PERMITS ARE NOT TRANSFERABLE.
EXISTING PERMITS EXPIRE UPON TRANSFER OF OWNERSHIP

For those lands that fall within the Jonesport Shoreland Zoning area, signature of this application indicates the applicant has read the current Shoreland Zoning Ordinance and agrees to comply with all its requirements if a permit is issued.

For new structures or substantial improvements within the Flood Hazard Area, an approved permit will allow construction up to the establishment of the lowest floor. At that point, the applicant must provide an elevation certificate establishing the actual floor elevation. Upon satisfactory documentation to the local CEO, the construction may continue.

For all applications, the applicant understands and agrees that:

1. The permit applied for, if granted is issues on the representations made herein;
2. That any permit issued may be revoked because of any breach of representation;
3. That once a permit is revoked all work shall cease until the permit is reissued or a new permit is issued;
4. Any permit issued on this application will not grant any right or privilege to erect any structure or use any premises described for any purpose or in any manner prohibited by the ordinances, codes or regulations of the Town of Jonesport;
5. The applicant hereby gives consent to the CEO or designated Town Official to enter and inspect activity covered under the provisions of Federal, State and Local Ordinances;
6. If issued, the permit will be posted in a conspicuous place on the premises in plain view;
7. In Flood Hazard areas only the permit will expire if no work commenced within 90 days of issue.

I hereby certify that all statements in and the attachments to this application are true description of the existing property and the proposed development project.

_____ _____

Signature **Date**

No incomplete applications will be processed. Within 30 days of receiving a completed application, the Planning Board or Code Enforcement Officer shall notify the applicant that the application is complete or if specific additional material is needed. A Code Enforement Office Inspection form must accompany each permit application. The CEO will contact the applicant so he/she can provide this form. Applications presented by the first (1st) Tuesday of the month will be reviewed, if complete, at the Planning Board meeting on the third (3rd) Tuesday. Meetings usually start at 7:00 PM.

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Planning Board Action:

Date received _____ Public Hearing Date _____

Application _____ Permit # _____

Action date _____ Action taken: ____ Approved.

_____ Denied, as explained below:

_____

_____

_____

_____

_____

_____ , Planning Board Member
Signature

Appeals Board Action:

Date received _____ Public Hearing Date _____

Application _____ Permit # _____

Action date _____ Action taken: ____ Approved

_____ Denied, as explained below:

_____

_____

_____

_____

_____

_____ , Appeals Board Member
Signature