

IMPORTANT: **Do not occupy the building without an Occupancy Permit!** This means no furniture, no boxes, no people living there, just bare rooms and essential appliances.

Right to Appeal. Applicants and abutters have 30 days to appeal any decision made by a CEO under the Zoning Ordinance. If no one appeals within 30 days, the decision becomes final. Applications are available at the Town Hall and online at www.yorkmaine.org.

For assistance, talk to a Code Enforcement Officer at Town Hall during Code Enforcement walk-in hours, or call 363-1002. Final approval or denial by a CEO is always based on a completed Building Permit application.

Building Permits are serious business. Zoning, building permits and inspections are intended to protect the health, safety and welfare of you, those who will enter your building in the future, and the community. Not only are they a good idea, they are law. Did you know Maine statute and town ordinances provides for *minimum* fines of \$100 per violation, for those who violate land use or building codes, and each day counts as a separate violation? Knowing how Building Permits work can help you navigate safely and efficiently through your project and save you a lot of trouble in the long run.

WALK-IN HOURS

MONDAY, THURSDAY, FRIDAY 8-12

TUESDAY 2-5:30 PM

WEDNESDAY CLOSED

DEPT OF COMMUNITY DEVELOPMENT
TOWN OF YORK
186 YORK STREET
YORK, MAINE 30909

PHONE: (207)363-1002
FAX: (207)363-1009

Do I Need A Building Permit?



Town of York, Maine

www.yorkmaine.org

You need a Building Permit for any structural work. Working with steps, deck, framing, roofing, foundation work, and similar work all requires a permit. Re-siding, re-shingling, installing cabinets or carpet, and painting do not require a permit. However, if you think you might uncover boards or sheathing that need replacement, you should apply for a permit. See the Town of York Building Codes for the legal criteria.

What can I build, what are code requirements? The Zoning Ordinance, supplemental Building Code and other relevant ordinances are all available online at: www.yorkmaine.org, *Documents>Ordinances*. The link to *GIS maps*, shows which zones you are in and your map and lot number. There are many helpful guides on specific topics under *Departments>Code Enforcement>Guides*. Full building, fire, safety, electrical and plumbing codes can be referenced at Town Hall or the Library.

Apply in person at the Town Hall. Many minor Building Permits may be obtained during walk-in hours (see times on back). You will need an appointment with a CEO for major Building Permits, including new dwellings, large expansions of nonconforming buildings, large expansions within the Shoreland Zone or Flood Zone, commercial buildings or major use changes, and especially large or complicated structures.

What to bring:

- Completed Application (available online or in the Code Enforcement Office). Fill in every space, ask CEO for assistance if needed.
- Proof of "right , title, or interest" in property (deed, lease, purchase/sale agreement), or written authorization from owner.
- Map or diagram of property showing location of proposed work relative to lot boundaries and features, including structures, right-of-ways, easements, septic systems, etc. If you are building close to minimum setbacks, you may need a professional survey.
- Building sketch of sufficient clarity and detail to show the nature and character of the work to be performed. Structures greater than 3000 square feet, involving a complex roof structure, using unconventional construction techniques, or non-residential buildings need two copies of stamped plans drawn to scale. Whenever a Maine-licensed architect or engineer submits work to a town, they must stamp their work.
- Septic design (HHE-200, three [3] copies), if the proposal needs private wastewater disposal.
- Professional wetland delineation survey if wetlands are nearby.

Fees: The Building Permit fee is based on square footage and type of construction. Shoreland, Flood Zone, and School Impact, and other fees may also apply. Fees are due when the permit is

issued, cash or checks are accepted.

Special situations: Some applications require more time, so plan ahead. For example, York has a Growth Ordinance with a waiting list of years for new dwellings and seasonal conversions. Some applications (expansion of non-conforming buildings, some Shoreland Zone proposals) require notice to abutters and a 20-day comment period. Others require a Special Exception from the Board of Appeals (nonconforming seasonal conversion).

I got the permit. Now what?

Construction: You have one year to make a substantial start on your project. Once started, you have a total of three (3) years from the permit date to finish.

Inspections: Call 363-1002 to schedule the appropriate inspections. An inspector will be out within the following two (2) business days of your call. Be ready when the inspector comes. If a second inspection is necessary, there is a \$50 reinspection fee. Inspections include:

- Footers, before you pour concrete.
- Foundation, before you pour concrete.
- Rough framing, electrical, plumbing, and insulation (separate or together) before covering walls.
- Any other inspection required by the CEO.
- Final inspection for occupancy permit.