

## Items Needed Prior To Issuance Of New Family Dwelling Unit Permit

- Completed [Building Permit Application](#)

The following items need to be completed on the 2<sup>nd</sup> page prior to permitting:

- Water District and Sewer District sign-off (Location, contact information & directions are on the last page of the Building Permit Application).
- Setbacks and lot coverage indicated (See Article 5 of the [Zoning Ordinance](#)).
- Site Plan (Plot Plan)
  - Drawn to scale showing setbacks and lot coverage (See Article 5 of the [Zoning Ordinance](#)); to include structure location and all building impertances (decks, porches, generators, propane tanks, etc.).
- Survey: A list of [Licensed Land Surveyors](#) is available in the Code Enforcement Office.
- Construction Plans
  - Materials list with detail
  - Insulation certificate for blown-in insulation
  - Building height profile sheet
  - [Egress Windows](#)
- If installing LVL, steel beams, or truss rafter systems, engineering specifications are required prior to framing commencing.
- One of the following indicating right title or interest: Copy of Deed, Purchase and Sale Agreement, Contract or Lease.
- Wetland Delineation ([Licensed Soil Scientist](#)) stamped and dated within the last 10 years.
- If property is in a Shoreland Zone and/or Flood Zone State and Federal permits may be needed (i.e. DEP, ACOE, etc.). Check the [Flood Maps](#) under Code Enforcement on the Town Website see if your property is affected.
- Accessory Structure Construction Drawings (i.e. garage, shed, addition).
- Height and/or [Elevation Certificate](#) completed by a Licensed Surveyor/Engineer.
- Three (3) Copies of the Septic Design. A list of local [Site Evaluators/Soil Scientists/Septic Designers](#) can be found on our website.
- [HDC Application](#) (*as appropriate*)  
Information about Historical Resources can be found in Article Twelve of the Zoning Ordinance.

## Items needed prior to issuance of New Family Dwelling Unit Permit

- [Driveway Opening Permit](#) (if on Town maintained road) Obtain and submit this application with the Public Works Department, 115 Chases Pond Road, York (207) 363-1010. It is also available on the Town Website.
- [CMP Form #1190](#) with Notification Number
- [CMP Form #1360](#)
- [Erosion Control Paperwork](#) with [Inspection Form](#)

### **Residential Single-Family Dwelling** (in addition to the above)

- Full set of architectural drawings indicating foundation and framing plan, code reference (IECC 2015), egress, fire separation, and profile of building with elevations
- IECC 2015

### **Commercial Multi-Family Dwelling** (in addition to the above)

- Full set of architectural drawings by a Maine Licensed Engineer or Architect. A list of local [Land Surveyors with Engineers](#) can be found on the Town Website.
- IBC 2015 Codes