





**IV. IDENTIFICATION – To be completed by all applicants**

Name		Mailing address – number, street, city, state and ZIP code	Tel. No.
1. Owner or Lessee			
2. Contractor			
3. Architect or Engineer			
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction.			
Signature of applicant		Address	Application date
Telephone Number		email Address	

**DO NOT WRITE BELOW THIS LINE**

**V. PLAN REVIEW RECORD – For office use**

Plan Review Required	Check	Plan Review Fee	Date Plans Started	By	Date Plans Approved	By	Notes
BUILDING		\$					
PLUMBING		\$					
MECHANICAL		\$					
ELECTRICAL		\$					
OTHER _____		\$					

**VI. ADDITIONAL PERMITS REQUIRED OR OTHER JURISDICTION APPROVALS**

Permit or Approval	Check	Date Obtained	Number	By	Permit or Approval	Check	Date Obtained	Number	By
BOILER					PLUMBING				
CURB OR SIDEWALK CUT					ROOFING				
ELEVATOR					SEWER				
ELECTRICAL					SIGN OR BILLBOARD				
FURNACE					STREET GRADES				
GRADING					USE OF PUBLIC AREAS				
OIL BURNER					WRECKING				
OTHER _____					OTHER _____				

**VII. VALIDATION**

Building Permit number _____ Building Permit issued _____ Building Permit Fee \$ _____ Certificate of Occupancy \$ _____ Drain Tile \$ _____ Plan Review Fee \$ _____	<p style="text-align: center;"><u>FOR DEPARTMENT USE ONLY</u></p> Use Group _____ Fire Grading _____ Live Loading _____ Occupancy Load _____
Approved by: _____ _____ _____	_____ _____ Title

**VIII. ZONING INFORMATION**

DISTRICT

USE

FRONT YARD

SIDE YARD

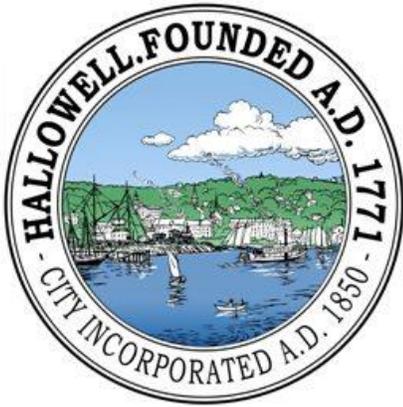
SIDE YARD

REAR YARD

NOTES


**IX. SITE OR PLOT PLAN – *For Applicant Use***





# CITY OF HALLOWELL

ONE WINTHROP STREET  
HALLOWELL, MAINE 04347

## CODE ENFORCEMENT OFFICE

(207) 623-4021 x205 Fax: (207) 621-8317  
ceo-lpi@hallowellmaine.org  
<http://hallowell.govoffice.com>

## BUILDING PERMIT FEES

### Non-Residential Properties

New .....	\$100.00 + \$0.15/sq. ft. of floor area
Renovation.....	\$30.00 + \$0.05/sq. ft. of floor area

### Residential Properties

New .....	\$50.00 + \$0.10/sq. ft. of floor area
Renovation, to include interior renovations and all external additions including attached porches, decks, garages, and similar extensions of the principal structure .....	\$30.00

### Accessory Structures

Residential .....	\$30.00
Non-residential, up to 2,500 sq. ft. ....	\$30.00
Non-residential, over 2,500 sq. ft. ...	\$30.00 + \$0.10/sq. ft. over 2,500 sq. ft. of floor area



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## City of Hallowell Inspection Requirements

The following inspections are what is typically required for projects requiring a building permit.. The applicant or his/her contractor is responsible for contacting the CEO for all inspections. Please plan ahead and allow at least 24 hours of lead time for the CEO to perform an inspection. Work may not proceed until each required inspection is performed. The cost of inspections is built into the permit fee, so there is no additional charge for inspections. Note that Hallowell does not perform electrical inspections.

Some inspections can be performed simultaneously, and not all inspections are required in all cases. Additional inspections may be required depending on the project. Coordinate with the CEO to make things as efficient as possible.

### Building & Internal Plumbing Inspections

#### **Inspection #1: Foundation, Walls, and/or Slab**

Prior to pouring cement for footings, foundation walls, or slab.

#### **Inspection #2: Framing and Rough Plumbing**

After framing and rough plumbing are installed but prior to installing drywall, insulation, siding, & shingles.

#### **Inspection #3: Final Occupancy Inspection**

Final occupancy inspection.

### Subsurface Wastewater/Septic Systems

#### **Inspection #1**

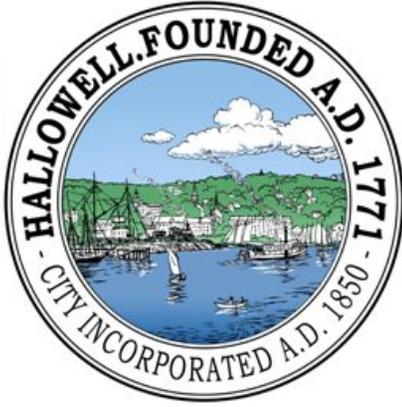
After grubbing bottom area of disposal bed.

#### **Inspection #2**

Prior to applying fill over bed.

#### **Inspection #3**

After all earthwork completed and area is seeded and mulched.



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## NOTE REGARDING SETBACKS

It is your responsibility to ensure that any structure you build complies with all of the dimensional requirements of the City of Hallowell Revised Code of Ordinances (1997).

You should pay particular attention to setback requirements. It is your responsibility to identify lot lines and setback lines. The City of Hallowell does not and cannot definitively locate any lot line or setback line.

There are a number of ways to determine where lot and setback lines are, with varying degrees of accuracy. One place to start is at City Hall. Our tax maps will show the size and shape of your lot, with dimensions for each lot line. However these are for tax purposes only and are not professional surveys, so they should be used only as a starting point.

It is also common for a piece of property to have associated with it a so-called “mortgage survey”, or a mortgage inspection plan. These are created for the benefit of lenders and property owners in order to help define a property’s boundaries and to identify any encroachments. These are generally more definitive than the City’s tax maps.

The most definitive resource for locating lot lines is from a professional survey. These are created by professionals who do deed research and perform on-the-ground measurements. For single lots it is uncommon to have a professional survey available. However if your lot is in a subdivision a professional survey is very likely to be available.

In order to protect yourself against any potential claims that a structure you’ve built either doesn’t meet the setback requirements or is encroaching on another lot, it is best to give yourself as big of a buffer as possible. So, for example, if the side setback is 5 feet, place the structure two or three feet away from where you think the setback line is. If there’s very little room for error, however, a professional survey is the best way to ensure that you’re meeting the City’s requirements.

The Code Enforcement Officer is always happy to help you with every aspect of your project. As always, before you begin any building project, that is the place to start.