

TOWN OF ACTON

Jason Sevigny
CEO/LPI

DATE APPLICATION RECEIVED _____

Office of Code Enforcement: 207-636-3497 x410

Email: ceo@actonmaine.org

DATE APPLICATION ACCEPTED AS COMPLETE _____

911 Low Range High Range

MAP # _____ LOT # _____

DATE APPROVED _____

PERMIT # _____

PLOTTING Second E911#

-----↑ to be filled in by office ↑-----

Please note: A non-refundable fee of 25% of the estimated total fees is due and payable at the time of application

Owner Information

Point of Contact

Name _____

Name _____

Mailing Address _____

Address _____

Project Address _____

Telephone # _____

Telephone _____

Email _____

Email Address _____

Description of Proposed Construction: _____

Site Information:

Zoning Districts:

- Shoreland Resource Protection
- Little Ossipee River Mixed Use
- Rural Critical Rural
- Transition Village
- Commercial A B C

Any Resource Protection on the Property Y N

Is the Building Envelope in Tree Growth Y N

Square Footage of Lot, _____

Non Vegetated Square Footage of Lot _____

Percentage of Non-Vegetated Lot Coverage _____

Date Lot Created ___/___/___

Unified Soil Classification Symbol _____

Unified Soil Classification Group: I, II, III, IV

Exposure Category B C D

Building Plan Information:

Living Space _____ square feet

Maximum Building Height _____ feet

Number of Dwellings Units _____

Number of Bedrooms _____

Manufactured Home, Date Manufacture _____

Occupancy/Use Information:

- Residential
- Accessory/Storage
- Commercial/Industrial/Business

Other Permits / Documentation Required:

- Conditional Use Permit # _____
- Subsurface Waste Water Disposal
- 30% Expansion (Calculation Form Required)
- 20% Lot Coverage Form Required
- Storm Water / Erosion Control Permit # _____
- Shoreland Zone Permit # _____
- DEP Certified Contractor Authorization Form
- DEP Permit by Rule /Date Received _____
- Planning Board - Approved on _____
- Zoning Board - Approved on _____
- Flood Plain Permit # _____
- Driveway Cut
- 911 # _____
- Growth Permit # _____
- Saco River Corridor Commission
- Seasonal Conversion
- Plumbing Permit # _____
- Electrical Permit #:
 - Temporary _____ Permanent _____
 - Underground _____ Interior Wiring _____
- Mechanical Permit # _____
- After the Fact (fee x 4)

Notes: _____

Please also complete Page Two

SITE PLAN - Must include all of the following:

- Show dimensions of the lot and all the set backs
- Proposed structures, additions with set backs
- All existing structures on the property

- Septic System, well, driveway, etc
- Show all distances from streams and wetlands

I hereby certify that all the information on this application is correct

Signature of Applicant _____ Date: _____ Estimated value of all construction \$ _____

Please Note: If applicant is not the property owner, a Letter of Authorization (attached) signed by the property owner with a copy of their driver's license is required. The Application will not be accepted without this document if required.

-----↓ to be filled in by office ↓-----

- Granted, Fee \$ _____
- Denied, Reason _____

CEO Signature _____ Date _____

Payment:

Approximately 25% of estimated fees (Non-refundable) \$ _____

Check # _____

Estimated Balance: \$ _____

INSTRUCTIONS FOR APPLYING FOR A BUILDING PERMIT

Permits will only be issued to the property owner of record or their authorized agent. A Letter of Authorization form signed by the property owner including a copy of their valid driver's license is required when designating an agent.

The proposed construction or alteration of a structure shall comply with provisions of the 2015 International Building Code, the Town of Acton Zoning Ordinance or with the decision rendered by the Zoning Board of Appeals or the Planning Board when applicable;

A Building Permit Application will not be accepted without the following:

- Letter of Authorization Form with a copy of the property owner's driver's license if authorizing someone else to process paperwork;
- One set of plans: (11' x 17' for new buildings / additions; 8 ½" x 11" for sheds/ decks/ porches) showing:
 - Elevations as required (North, South, East or West)
 - Floor plans, including basement;
 - Building section plans with all components and sizes for:
 - Footings and foundation
 - Floors and walls
 - Rafters
 - Engineering for roof or floor trusses with location identified;
 - Accessory structures (sheds, decks, porches, stoops, stairs) with component sizes shown, joists and rafter sizes
- Site Plan showing:
 - Driveway location
 - Existing Buildings
 - Front setback measurement from center of the road;
 - Side and rear setback measurements
 - Location of existing septic systems, well;
 - Setbacks from lakes / streams / wetlands
- Fire Protection Sprinkler System Plan, if required
- Septic System Design (three copies) for new construction
- Growth Permit, if required