Town of Bar Harbor
Building Permit Requirements

1. A **completed** Building Permit Application form with Fire Department and Wastewater Department approval if required.

2. Three copies of an approved HHE-200 Sub Surface Wastewater Disposal Form (if a Septic System is to be installed).

3. Construction drawings that comply with the requirements of the 2009 International Building Codes. Commercial buildings require a State Fire Marshall construction permit and a Maine State Architects or Engineers stamp on the drawings.

4. Plumbing and Electrical permits must be obtained by a Master Licensed Tradesman. Homeowners may do the plumbing and electrical work in their own home after obtaining a permit; provided that they will be occupying the dwelling.

5. All new construction must comply with the Bar Harbor Land Use Ordinances, Maine State Plumbing Code, National Electrical Code, and the 2009 International Building Codes.

PERMIT FEES

New Residential Construction:	.19/sq. ft. unfinished .38/sq. ft. finished
New Commercial Construction: (under $1,000,000)	.39/sq. ft. unfinished .57/sq. ft. finished
New Commercial Constructions: (over $1,000,000)	.77/sq. ft. unfinished 1.14/sq. ft. finished
All other Residential Construction: (Driveways, parking areas, fences, demolitions, signs, etc.)	$8.00 per $1,000.00 of cost
All other Commercial Construction: (Driveways, parking areas, fences, demolitions, signs, etc.)	$10.00 small/$19.00 large per $1,000.00 of cost
New Septic Systems:	$419.00 (Non-Engineered)
Internal Plumbing Permits:	$21.00 per Fixture $49.00 Minimum Fee
Electrical Permits:	
Residential:	$102.00
Commercial:	1% of cost of job ($0.01)
Minimum Fee:	$102.00
After the Fact Permits:	See order adopted 09/06/05

INSPECTIONS REQUIRED: CALL 288-3329 TO SCHEDULE

Town of Bar Harbor

LAND USE & BUILDING PERMIT APPLICATION

I. LOCATION NO. & STREET _____

N--S--E--W-- SIDE OF STREET

_____ MAP---BLOCK---LOT

II. TYPE OF IMPROVEMENT

- ☐ Renovation
- ☐ New Building
- ☐ Addition
- ☐ Repair
- ☐ Wrecking
- ☐ Moving
- ☐ Fnd'n only
- ☐ Other

III. TOTAL COST OF IMPROVEMENTS (OMIT CENTS) $

IV. PROPOSED USE ---

RESIDENTIAL

- ☐ One Family
- ☐ Garage
- ☐ Other (specify) _____

NONRESIDENTIAL

Describe in detail

Proposed use _____

_____

_____

Other Building on same lot _____

V. DETAILS OF NEW WORK

TYPE OF WATER SUPPLY

- ☐ Public or private Co.
- ☐ Individual (well, etc.)

TYPE OF SEWAGE DISPOSAL

- ☐ Public — Town Sewer Permit # _____
- ☐ Private — Soil Test Cert.# _____
- DEP Licence ☐ _____

HEATING FUEL

- ☐ Oil Burner Permit
- ☐ Gas
- ☐ Oil
- ☐ Electric
- ☐ Other

Dimensions of new building X of addition X No. Stories

Foundation Type ☐ Slab ☐ Pilings ☐ Frost Wall ☐ Cellar Thickness

Type of Frame ☐ Wood Style roof -- roofing ---

If garage ☐ attached ☐ separate No. of off street parking spaces Enclosed Outdoors

If Dwelling -- No. Rooms To Be Finished No. Baths No. Bedrooms Sq. Ft. Floor Area

Fireplaces: Yes ☐ No ☐ # _____ Woodstove: Yes ☐ No ☐ # _____

General description of work -- Plans submitted ☐ Yes ☐ No

_____

_____

_____

VI. IDENTIFICATION		Address	Zip	Tel.
Owner				
Contractor				
Electrician				
Architect				
Plumber				

THE OWNER OF THIS BUILDING AND THE UNDERSIGNED AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE TOWN OF BAR HARBOR

SIGNATURE OF APPLICANT	Address	Date

Do Not Write in this Space

Certificate of Occupancy Required ☐ Yes ☐ No		Approved by Addressing Officer	Date
Approved by Fire Chief	Date	Approved by Treatment Plant Operator	Date
Approved by --	Permit No.	Date Permit Issued	Permit Fee

VII. SITE OR PLOT PLAN REQUIREMENTS

ALL APPLICATIONS FOR A PERMIT SHALL BE ACCOMPANIED BY A PLAN ACCURATELY DRAWN TO SCALE OR SHOWING ACTUAL DIMENSIONS OR DISTANCES AND SHOWING:

1. The actual shape and dimensions of the lot for which a permit is sought.

2. The locaton and size of all buildings, structures, water bodies, and other significant features currently existing on the lot.

3. The location and building plans of new buildings, structures, or portions therof to be constructed.

4. The existing and intended use of each building or structure.

5. Where applicable, the location of soils test pits, subsurface sewage disposal system, parking lots and driveways, signs, buffer strips and private wells.

6. Such other information as may be reasonably required by the Code Enforcement Officer to provide for the administration and enforcement of the Land Use Ordinance.

7. Attached for your use is graph paper.

IMPORTANT

An E-911 address (issued by the Assessors Office, 288-3320) is required on all residential dwellings.

1. **If dwelling is visible from road, E-911 address must be posted on the dwelling.**
2. **If dwelling is not visible from the road, E-911 address must be posted at the end of the driveway and visible from both directions.**

FOR OFFICE USE ONLY

VIII. ZONING ---

SETBACKS --

HEIGHT --

DISTRICT -- _____

FRONT YARD -- _____

FROM MEAN ORIGINAL GRADE

_____

SIDE YARD -- _____

SHORE LANDS --

USE -- _____

REAR YARD -- _____

UPLANDS --

IS THE STRUCTURE LOCATED IN A SPECIAL FLOOD HAZARD ZONE ____ YES ____ NO (IF YES, ATTACH FLOOD HAZARD DEV. PERMIT)

THE FRONT SETBACK DISTANCE IS MEASURED FROM THE _____ PROPERTY LINE _____ CENTER OF THE TRAVELED WAY

By accepting this permit and approved application the owner/applicant agrees to comply fully with conditions of approval and all Bar Harbor adopted codes and ordinances that may apply to this application and permit.

Signed:_____

Owner/applicant Date

Building Permit Sketch Plan Map and Lot# _____ Applicant Name_____

State of Maine
Chimney or Fireplace Construction/Installation Disclosure

State law, specifically 32 M.R.S.A., Chapter 33, § 2313-A, requires that chimney or fireplace installers, as of January 1, 1992, provides you with this "Disclosure" prior to the installation or construction of your chimney or fireplace. The purpose of this disclosure is to inform you that the National Fire Protection Standard # 211 (NFPA # 211) is the current standard which applies to all new construction of chimneys and fireplaces. Please note that the State of Maine does not require registration or licensure of chimney or fireplace installers. It is important to realize that many fires are caused each year from improperly constructed fireplaces and chimneys. This disclosure form should help you in making an informed decision as to the abilities of the installer and understand what requirements the installer must comply with.

Installer Information

Name of Installer _____

D.B.A. _____

Address _____

Telephone _____ Number of years doing installations _____

Consumer Information

Consumers Name _____

Mailing Address _____

Telephone _____

Give a brief description of installation being offered:

_____

_____

_____

I, _____, the installer, hereby attest that the preceding information provided is true to the best of my knowledge. I also understand that if I fail to conform with the standards as outlined in NFPA # 211, I shall be subject to penalties as outlined under Title 32, Chapter 33, and the Oil and Solid Board Rules.

Signature _____ Date _____

Installation Standards

The 1996 edition of NFPA # 211 contains provisions for chimney, fireplaces, venting systems, and solid fuel burning appliances including their installations. The standards apply to residential as well as commercial and industrial installations.

Please check the type of construction to be built:

( ) **Factory Built chimney and chimney units.**

Factory built chimney and chimney units shall be listed and installed in accordance with the temperature conditions of the listing, the manufacturer's instructions and all applicable sections of NFPA # 211.

( ) **Factory Built fireplaces.**

Factory built fireplaces shall be listed and shall be installed in accordance with the terms of the listing. Hearth extensions shall be provided in accordance with the manufacturers instructions or shall be of masonry on non combustible construction in accordance with applicable sections of NFPA # 211.

( ) **Unlisted Metal Chimney (smokestacks) for non residential applications.**

Single wall metal chimneys or unlisted metal chimneys shall not be used inside or outside of one and two family dwellings. Metal chimneys shall be constructed and installed in accordance with the appropriate sections of NFPA # 211.

( ) **Masonry Chimney.**

Masonry Chimneys shall be constructed by appropriate sections of NFPA # 211 for proper design, support, re-enforced, and installation.

( ) **Masonry Fireplace.**

Masonry fireplaces shall comply with all requirements of NFPA # 211 and all other pertinent sections.

Consumer Checklist

Yes ___ No ___ Has the installer provided you with a written contract? 10 M.R.S.A., Chapter 219-A requires written contracts for any home remodeling or construction with an estimated cost in excess of $ 1,400.00.

Yes ___ No ___ Have you asked the local fire department or code enforcement officials to inspect the installation during and after construction?

Yes ___ No ___ Is the installer familiar with the current NFPA # 211 standards and does he/she have a copy of same?

Building Permit Application Checklist

Tax Map ____ Block _____ Lot _____ Permit _____

Property Location _____ Date _____

- ☐ <u>Completed application on a form prescribed by the Code Enforcement Department</u>

- ☐ <u>Fees paid as set forth by the Town Council</u>

- ☐ <u>Title and Interest</u>

  - ☐ Deed

  Or

  - ☐ Purchase & Sale agreement

  Or

  - ☐ Letter of Authorization

- ☐ <u>Other Permits, if applicable</u>

  - ☐ Permit by Rule/NRPA
  - ☐ Shoreland Zoning Permit
  - ☐ Full NRPA permit (Tier I, etc.)
  - ☐ Appeals Board
  - ☐ Planning Board
  - ☐ Design Review Board
  - ☐ DOT Permit
  - ☐ Inland Fisheries & Wildlife
  - ☐ Floodplain Management Permit
  - ☐ Chimney Disclosure
  - ☐ Asbestos Removal Application
  - ☐ Army Corps Permit

☐ Detailed Site Plan

- ☐ The actual shape and dimensions of the lot for which a permit is sought
- ☐ The location and size of all buildings, structures, water bodies, and other significant features currently existing on the lot
- ☐ The location and building plans of new buildings, structures or portions thereof to be constructed
- ☐ The existing and intended use of each building or structure
- ☐ The location of soils test pits, subsurface wastewater sewage disposal system, parking lots and driveways, etc.
- ☐ Such other information as may be reasonably required by the Code Enforcement Officer

☐ Other Information, if applicable

- ☐ Locations of other buildings on the property
- ☐ Distance between all other buildings on the property
- ☐ Normal High Water Line
- ☐ Elevation above 100 year floodplain
- ☐ Lot Coverage Calculations
- ☐ Parking locations and dimensions
- ☐ Building Plans and Elevations

☐ Other Notes