



Building Permit Application

Property Address: _____ Map _____ Lot _____

Owner: _____

Address: _____ City: _____ Zip: _____

Applicant: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____

Estimated project cost: \$_____

NOTE: If not owner, please attach written authorization to apply for permits and/or approvals.

I. Project Type (please check all that apply)

- Residential Commercial Change of Use
- Renovation New Demolition Addition
- Repair Foundation Only

II. Project Description

Please provide a specific description of the project including location, setbacks, adjacent structures, dimensions, materials, colors, etc. (Please attach site plan)

III. Project Details

Water: Private _____ Public _____ Sewer: Private _____ Public: _____

Heating Type: _____ Foundation Type: _____

Dimensions: _____ # Stories & Height: _____

Frame Type: _____ Roof Style & Type: _____

Garage: Detached _____ Attached _____

Dwelling: Baths _____ Bedrooms _____ Floor Area: _____

Wood or Pellet Stove Fireplace

IV. Identification

Contractor: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____

Architect: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____

Electrician: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____

Plumber: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____

V. Signature

The undersigned applicant acknowledges that the applicant and the person on whose behalf a permit is sought are responsible to ensure that the proposed activity complies with all applicable standards of the Bar Harbor Land Use Ordinance.

Name _____ Date _____

Signature _____

----- For Office Use Only -----

District _____

Front Setback _____

Use Allowed _____

Side Setback _____

Max Height _____

Rear Setback _____

Max Lot Coverage _____

DRB Approval? _____

Shoreland _____

Fire Marshall Approval? _____

Flood Zone _____

C of O Required? _____

Approvals:

Fire Chief: _____

Date: _____

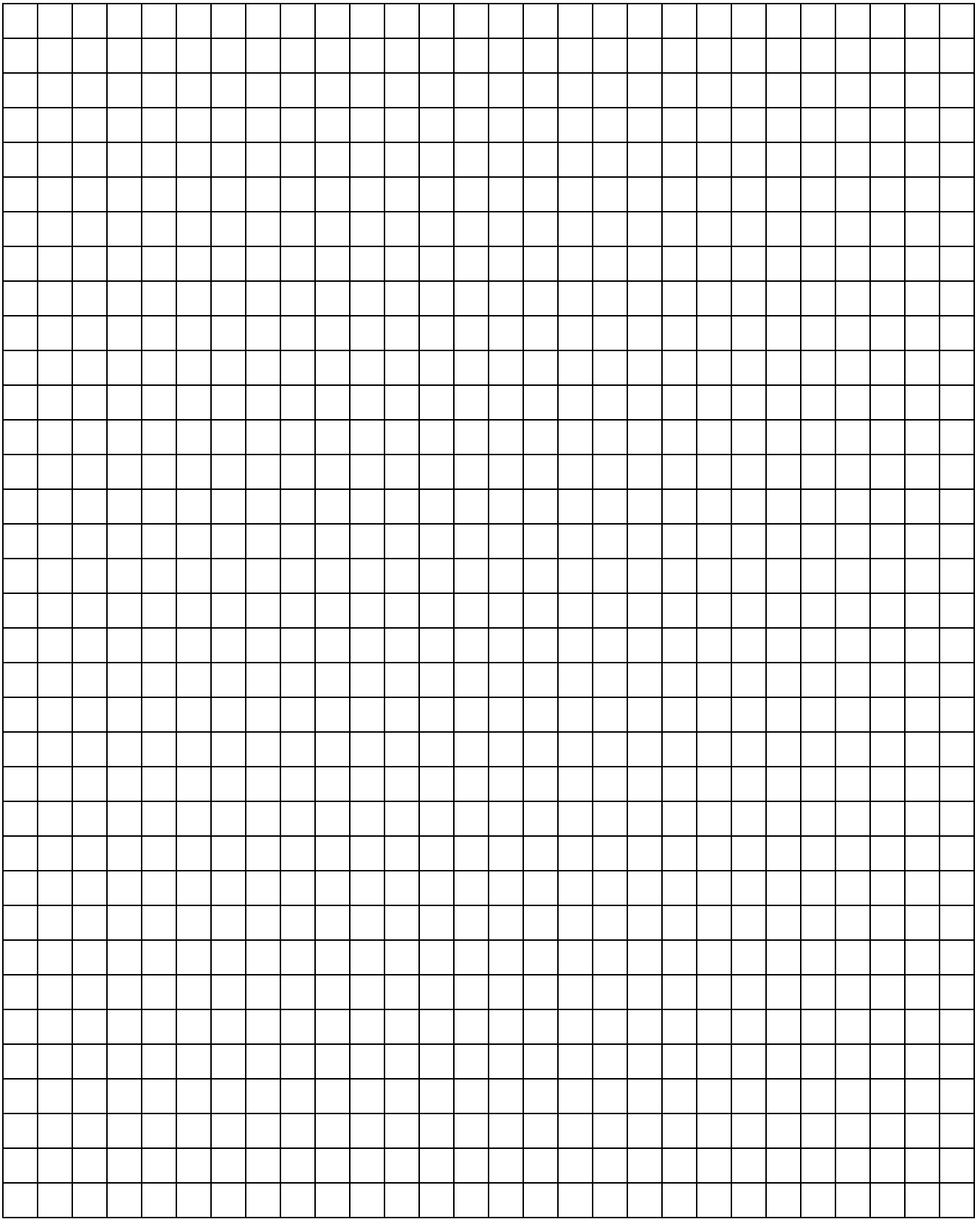
Sewer: _____

Date: _____

CEO: _____

Permit Number _____ Fee _____

Date: _____





Site or Plot Plan Requirements

All applications for a permit shall be accompanied by a plan that includes:

- All items accurately drawn to scale
- Actual dimensions and distances
- 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 of new buildings, structures, or portions thereof to be constructed
- Building design plans for new structures
- The existing and intended use of each building or structure
- The location of soils test pits, subsurface sewage disposal system, parking lots, driveways, signs, buffer strips and private wells as applicable
- 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

E-911 Address Requirements

An E-911 address (issued by the Assessor's Office, 288-3320) is required on all residential dwellings in accordance with the following:

- An E-911 address must be posted on a dwelling if the dwelling is visible from the public way
- An E-911 address must be posted at the end of the driveway and visible from both directions if the dwelling is not visible from the public way

Energy Code Requirements (2015 IECC)

Construction Document Requirements (R103.2)

Construction documents shall be drawn to scale upon suitable material; electronic media documents are permitted. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed, and show in sufficient detail pertinent data and features of the building, systems and equipment. The building's thermal envelope shall be represented on the construction documents.

1. Insulation materials and R-values
2. Fenestration U-factors and solar heat gain coefficients (SHGC)
3. Area-weighted U-factor and SHGC calculations
4. Mechanical and service water heating system equipment types, sizes, and efficiencies
5. Equipment and system controls
6. Duct sealing, duct and pipe insulation and location
7. Air sealing details
8. Building Thermal Envelope Depiction
9. Compliance path method (R401.2)



Building Permit Application Checklist

Within 30 days of the receipt of a completed permit application, the Code Enforcement Officer shall act to either issue or deny the building permit application.

Please include the following, based on your project, with your application:

- A building permit application, fully completed and signed
- A recorded deed or proof of ownership, if ownership has changed in the last 6 months
- A signed letter of authorization if applicant is not the owner of record
- A plot plan or survey of the site; see attached requirements
- Detailed construction plans, drawn to scale (must be designed to meet the Maine Uniform Building and Energy Codes); see attached requirements
- Elevation plans, drawn to scale, indicating the height of all new structures or additions.
- A septic plan (HHE200) for new or revised private septic projects
- Any applicable State or Federal permits required
- A Maine Chimney Installation Disclosure must be submitted for chimneys or fireplaces
- An Asbestos Building Demolition Notification form must be submitted for any demolition projects
- Detailed BEFORE & AFTER building plans, drawn to scale for any changes of use

Please remember to fully complete and sign your application



Required Inspections for Residential Buildings

The following list outlines the required inspections, after a permit is obtained, throughout the process of a residential building project. Please contact the Code Enforcement office with questions or to schedule your inspection. Please provide at least 48 hours' notice for inspection requests.

Phone: 207-288-3329

Hours: Monday – Friday 8:30am – 5pm

Building Inspections:

Foundation:

Pre-pour footing(s): Forms in place prior to pouring of concrete

Pre-pour wall(s): Rebar in place both horizontal and vertical if needed

Pre-pour slab(s): Drainage is in place, damp-proofing or waterproofing of walls has been applied, radon provisions have been made and fill or base material is in place and covered with vapor retarder. If insulation is required beneath slab, it shall be in place prior to this inspection.

Note: Exterior foundation insulation may require an additional inspection

Rough-in:

Framing: All framing complete, electrical (see electrical section), plumbing and mechanical (see plumbing section) rough-ins complete. Vertical penetrations sealed. Prior to placement of insulation.

Insulation: Prior to covering or concealing any insulating material. This may take more than one inspection depending on products and methods being used. The installer certification for blown or sprayed insulation shall be submitted at this time or prior to issuance of a Certificate of Occupancy.

Fire-Resistance: Where fire-resistance-rated construction or separation is required between dwelling units or dwelling units and garages. Inspection shall be conducted prior to fasteners and joints being taped or finished.

Final:

Final Inspection: ALL work complete and the site has been permanently stabilized. This inspection must be done prior to occupying the home per Maine Uniform Building & Energy Code, Section R110 Certificate of Occupancy and the Town of Bar Harbor Land Use Ordinance, Section 125-80: Certificate of Occupancy.

Electrical Inspections:

- Meter: Review meter, meter base, service drop and grounding.
- Rough-In: Framing completed, rough-ins complete. Prior to placement of insulation.
- Final Inspection: ALL work must comply with the National Electrical Code 1990 (NFPA 70) and the Town of Bar Harbor Code, Chapter 70 Electrical Installations.

Plumbing Inspections:

- Pre-Pour Slab: Any in-slab plumbing prior to pouring concrete. If any plumbing piping, radiant heat, etc. will be in the slab this inspection needs to be done prior to being covered with concrete.
- Rough-In: Framing completed, plumbing, and mechanical (dryer vent, bath/kitchen exhaust fan(s), heating lines) rough-ins complete. Prior to placement of insulation.
- Final Inspection: ALL work complete and the site has been permanently stabilized. This inspection must be done prior to occupying the home per Maine Uniform Building & Energy Code, Section R110 Certificate of Occupancy and the Town of Bar Harbor Land Use Ordinance, Section 125-80: Certificate of Occupancy.

Subsurface Wastewater (Septic) System Inspections:

- Scarification: Scarifying the original soils, removing all tree stumps, roots, rocks, etc.
"Pre-Grub" Includes extensions on the plan and the bed. Review mix of clean fill, course sandy gravel.
- Bottom of Bed: Fill added up to grade of bottom of the bed elevation. Review of fill.
- Top of Bed: Prior to covering system. All system components installed, including stone, pipes or proprietary devices, tanks, hay, filter fabric, and fill beneath and beside of the disposal area. Must include any curtain drains, diversion ditches, berms or other measures outlined on the design to improve the function of the system.
- Final: Cover with clean fill as noted on the plan including the extensions. Covered with clean loam, seed and/or mulch all soil disturbed areas.

Energy Code Inspections (2015 IECC as of 7/1/21)

Required Inspections (R104.2):

1. Foundation: Inspections associated with footings and foundations shall verify compliance with the code as to R-value, location, thickness, depth of burial and protection of insulation as required by the code and approved plans and specifications.
2. Framing Rough-in: Inspections at framing and rough-in shall be made before application of interior finish and shall verify compliance with the code as to types of insulation and corresponding R-values and their correct location and proper installation; fenestration properties (U-factors and solar heat gain coefficients (SHGC)) and proper installation; air leakage controls; approved plans and specifications.
3. Plumbing Rough-in: Inspections at plumbing rough-in shall verify compliance as required by the code; approved plans and specifications as to types of insulation and corresponding R-values and protection; required controls; and required heat traps.
4. Mechanical Rough-in: Inspections at mechanical rough-in shall verify compliance as required and approved plans and specifications as to installed HVAC equipment type and size, required controls, system insulation and corresponding R-value, system air leakage control, programmable thermostats, dampers, whole-house ventilation, and minimum fan efficiency.
5. Final Inspection: The building shall have a final inspection and shall not be occupied until approved. The final inspection shall include verification of the installation of all required building systems, equipment and controls and their proper operation and the required number of high-efficacy lamps and fixtures. Blower door and duct leakage testing, by a certified third-party, shall be conducted prior to final inspection. Permanent energy code certificate must be mounted at time of inspection.