

CODE ENFORCEMENT OFFICE  
TOWN OF MONMOUTH.

859 Main Street  
MONMOUTH, ME 04259  
(207) 481-9400 Opt 1  
FAX: (207) 933-3413

**INSTRUCTIONS FOR DEMO ONLY PERMIT APPLICATIONS**

1. Provide applicant name, address, phone number, if someone other than the property owner will be applying for the permit.
2. Provide property owner's name, address, and phone number...
3. Provide street address of property and Map and Lot number.
4. Provide information that describes the existing use of the property.
5. Provide information that identifies if property is in the Shoreland zone.
6. Is the lot you are working on part of an approved subdivision?
7. Provide the type of existing sewage disposal at the property.
8. What are the dimensions of the lot? (Length, width)
9. Provide the type of the existing structure and the dimensions of the structure.
10. Attach any additional information that is required for this permit.
11. Sign, date and return the completed application to the Monmouth Town Office.

**ALL DEMO MATERIAL MUST BE REMOVED FROM SITE AND NOT BURIED**

Code Enforcement is available every Monday from 10:00am- 1pm and Wednesday by appointment. (Call (207) 481-9400 ext 108 or email [MonmouthCEO@MonmouthMaine.gov](mailto:MonmouthCEO@MonmouthMaine.gov) for an appointment)

Code Enforcement

Andy McMullen  
859 Main Street  
Monmouth ME 04259  
207-481-9400 ext 108

Plumbing Inspector

Ernest Sylvester  
859 Main Street  
Monmouth ME 04259  
207-481-9400 ext 107  
207-524-3491 Home  
207-242-7247 Cell

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The Town of Monmouth recognizes that the State of Maine has adopted the Maine Uniform Building and Energy Code (MUBEC) and therefore all construction within the town limits must be in conformance with that code.

Within ten days of receipt of A COMPLETE APPLICATION containing all required information, the applicant will be notified if any additional information is needed. After review of the application, a permit will be issued or denied or the applicant will be notified that the application is pending further permits or action(s) by the Monmouth Planning Board or other agencies.

# APPLICATION FOR A DEMO ONLY PERMIT

Value of project (including materials and labor) \$\_\_\_\_\_

Date\_\_\_\_\_

The undersigned applies for a permit for the following use, said permit to be issued on the basis of the information contained within this application. The applicant hereby certifies that all information and attachments are true and correct.

1. Applicant Name\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

Telephone #\_\_\_\_\_

2. Owner of Property Name\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

Telephone #\_\_\_\_\_

3. Street address of property

\_\_\_\_\_

\_\_\_\_\_

Tax Map #\_\_\_\_\_ Lot #\_\_\_\_\_

4. Existing use of property\_\_\_\_\_

\_\_\_\_\_

5. Is property identified on the current Shoreland Map?\_\_\_\_\_ District\_\_\_\_\_

6. Is the property part of an approved subdivision? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, when?\_\_\_\_\_ Filed under what name?\_\_\_\_\_

7. Current use(s) and proposed earth moving (if any)

- A. Residence \_\_\_\_\_
- B. Accessory building (garage, shed)\_\_\_\_\_
- C. Deck \_\_\_\_\_
- D. Pier or dock (temporary\_\_\_\_\_ permanent\_\_\_\_\_)
- E. Clearing for approved construction\_\_\_\_\_
- F. Private sewage disposal system\_\_\_\_\_
- G. Filling or other earth moving activity of

Shoreland<10 cubic yards\_\_\_\_\_

Shoreland or Resource Protection 10 — 25< cubic yards\_\_\_\_\_

General > 50 cubic yards\_\_\_\_\_

8. Type of sewage disposal (if existing \_\_\_\_\_ )

9. Percentage of lot currently occupied by structures \_\_\_\_\_

10. Lot width \_\_\_\_\_ lot depth\_\_\_\_\_total lot area \_\_\_\_\_

11. Existing structures - exterior dimensions (length and width)

- a. New residence; \_\_\_\_\_by\_\_\_\_\_Number of stories\_\_\_\_\_
- b. New garage; \_\_\_\_\_by\_\_\_\_\_
- c. Other; \_\_\_\_\_by\_\_\_\_\_ Number of stories\_\_\_\_\_

12. Site Plan - Illustrate the following information about your lot on a scale drawing as per the example on page 6 of the Instructions for the Permit

Applications. YOUR APPLICATION WILL NOT BE REVIEWED WITHOUT A SITE PLAN. (A current survey may be required)

- a. Lot dimensions
- b. Names of abutting property owners, name and location of abutting rights of way, (public and private).
- c. Location and dimensions of existing buildings/additions and distance of each from nearest lot line.
- d. Location of sewage disposal system and water supply.
- e. Areas to be cleared.
- f. Areas of earth moving (cut/fill, grading)
- g. Monmouth Tax Map and Lot numbers.

### 13. ATTACHMENTS

- a. Attach a copy of valid plumbing permit, if applicable. Inside permit #\_\_\_\_\_. Outside
- b. Attach a copy of official decisions (or note pending applications) of other Federal, State, or local agencies regarding the use of this property. (Site location permit by rule, ... minimum lot size waiver, subdivision approval, great ponds permit, etc.)
- c. On a separate sheet, attach any supplemental information, or explain any points you feel need clarification.
- d. Attach a copy of Public Works or DOT application for driveway entrance, if needed.
- e. Proof of ownership i.e.: Tax Bill, Warranty Deed, Etc.
- f. Attach a copy of the engineer' s truss design showing 70RL or 80GSL (if applicable)
- g. **Name and Certification number of Third Party Inspector to be used (if applicable)**

14. To the best of my knowledge, all information on this application is true and correct. All proposed uses will be in conformance with the application and all Monmouth Ordinances. By signing this application for permit, I hereby give express consent to the Code Enforcement

Officer to perform inspections, during normal working hours, of the construction and final completion of the project. (See MRSA 30-A Sec 4213 & 4452)

\_\_\_\_\_

\_\_\_\_\_

Applicant(s) Signature

Date

\_\_\_\_\_

(For official use only - maintain as a permanent record)

Date permit application was received \_\_\_\_\_ Fee paid \$ \_\_\_\_\_

Date of action on application \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

If application was denied, reason for denial: \_\_\_\_\_

\_\_\_\_\_

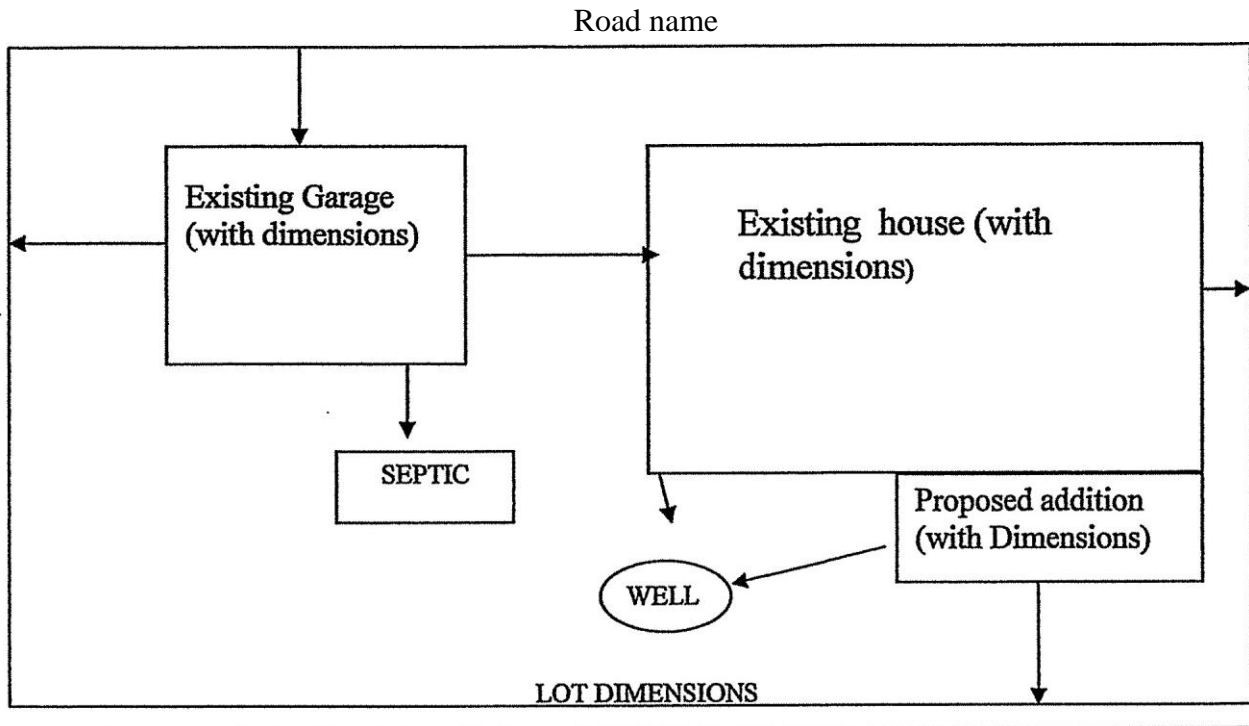
\_\_\_\_\_

Code Enforcement Officer, (if applicable) \_\_\_\_\_

Planning Board, (if applicable) \_\_\_\_\_

\_\_\_\_\_

# SITE PLAN & CONSTRUCTION EXAMPLES



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