

**CODE ENFORCEMENT OFFICE
TOWN OF MONMOUTH.**

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

INSTRUCTIONS FOR MONMOUTH 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 building on part of an approved subdivision?
7. What type of construction permit are you applying for? (A., B., C., D., etc)
 8. Provide the type of sewage disposal at the property. If this permit requires a new subsurface waste disposal permit or an amendment to an existing system or an internal plumbing permit, please contact Ernest Sylvester during his office hours on **Wednesday from 10:00 a.m. to 11:30 a.m.** (207) 481-9400.

A valid building permit from the Town of Monmouth will not be issued until all plumbing permits have been issued.

9. What percentage of the lot will be covered by structures? Example; a 100ft by 50ft lot has 5000 square feet. If you are building a structure that measures 24 by 24', it would equal a total square footage of 576 square feet of structure. Divide the total square footage of the structure(s) by the total square footage of the lot ($576^t / 5000^t$) for a total percentage of lot to be occupied by structures. ($11.5^0/0$)
10. What are the dimensions of the lot? (Length, width)

11. Provide the type of structure and the dimensions of the structure.
12. Provide a site and construction plan. (See back page)
13. Attach any additional information that is required for this permit. (i.e.; Maine Uniform Building/Energy Codes, Planning Board and/or Appeals Board decisions, Public Works or DOT approval and proof of ownership)
14. Sign, date and return the completed application to the Monmouth Town Office.

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 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

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 SOLAR 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. The proposed use(s)

A. Roof Mounted Panels _____sq ft

B. Ground Mounted Panels _____sq ft

8. Percentage of lot to be occupied by structures _____

9. Lot width _____ lot depth_____total lot area _____

Solar Energy System

A solar energy system whose primary purpose is to harvest energy by transforming solar energy into another form of energy or transferring heat from a collector to another medium using mechanical, electrical, or chemical means. It may be roof-mounted or ground-mounted, and may be of any size as follows:

1. Small Solar Energy System is one whose physical size based on total airspace projected over a roof or the ground is less than 1,500 square feet;

2. Medium Solar Energy System is one whose physical size based on total airspace projected over a roof or the ground is equal to or greater than 1,500 square feet but less than 16,999 square feet; and

3. Large Solar Energy System is one whose physical size based on total airspace projected over a roof or the ground is equal to or greater than 17,000 square feet.

6.8.9.1.1 All solar energy system installations shall be installed in compliance with the photovoltaic systems standards of the latest edition of the National Fire Protection Association (NFPA1) adopted by this Town.

6.8.9.1.2 All wiring shall be installed in compliance with the photo photovoltaic systems standards of the latest edition of the National Electrical Code (NFPA 70) adopted by this Town.

6.8.9.1.3 Prior to operation, electrical connections must be inspected and approved by the Code Enforcement Officer or his designated Electrical Inspector.

10. Site Plan - Illustrate the following information about your lot and the proposed use of the lot on a scale drawing as per the example on page 6 of the Instructions for Building 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 and proposed 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.

11. 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)

12. 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 \$ _____

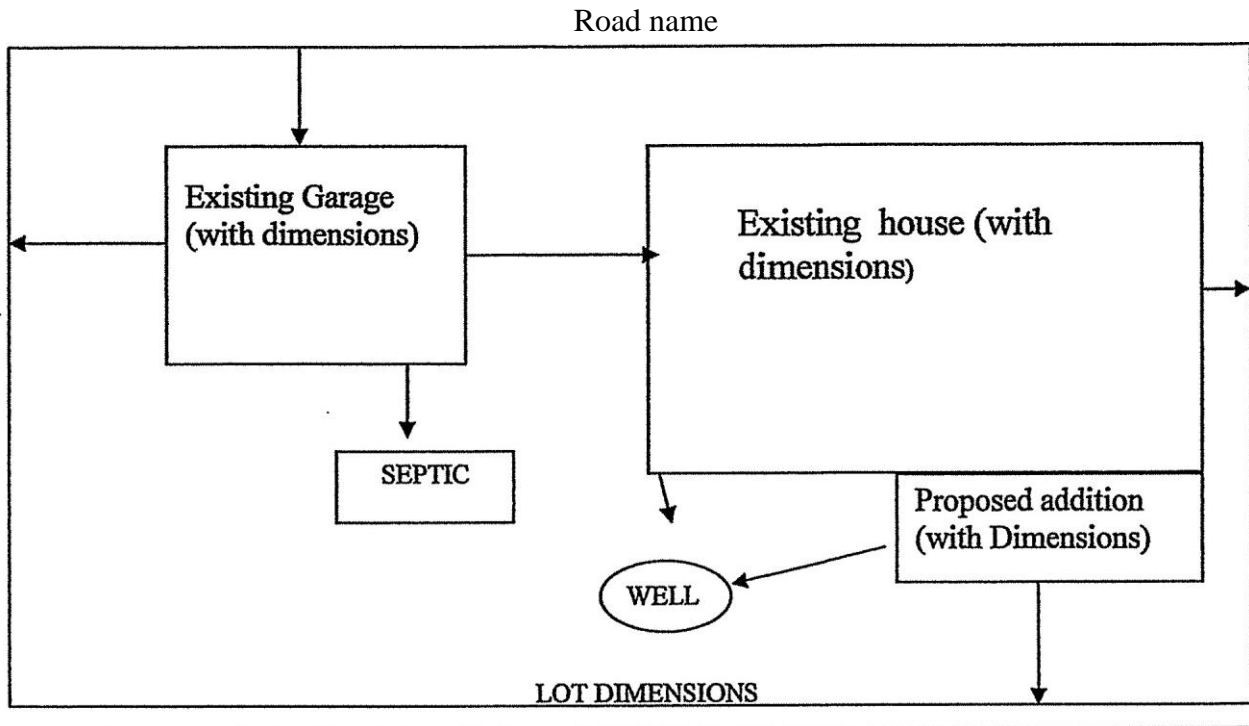
Date of action on application _____ Approved _____ Denied _____

If application was denied, reason for denial: _____

Code Enforcement Officer, (if applicable) _____

Planning Board, (if applicable) _____

SITE PLAN & CONSTRUCTION EXAMPLES



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