



*City of Presque Isle*  
 43 North Street, Suite 1  
 Presque Isle, ME 04769  
 Tel: 207-760-2703 or 207-760-2770  
 Fax: 207-764-2537

APPLICATION FOR BUILDING, PLACEMENT OF MOBILE HOME,  
 SIGN, AND DEMOLITION PERMIT

**PLEASE FILL-OUT APPLICATION COMPLETELY**

Date: \_\_\_\_\_

Permit No: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Physical Location (number of street or road): \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Zone \_\_\_\_\_ Map No. \_\_\_\_\_ Street No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Existing use of Property: \_\_\_\_\_

Description of Work (Include Measurements) \_\_\_\_\_

**Structure Distance** - Looking in from road - distance structure is from survey markers (not from center of road)

Front \_\_\_\_\_ Feet, Right Side \_\_\_\_\_ Feet, Left Side \_\_\_\_\_ Feet, Rear \_\_\_\_\_ Feet

**Zoning Board of Appeal Requirements** (if applicable) \_\_\_\_\_

**Subdivision Approval.** Has the property been derived from a division or been included in a division of property within the last five (5) years and received Subdivision approval from the Planning Board (if applicable) \_\_\_\_\_ Yes \_\_\_\_\_ No

**Proposed use(s):** A. Residence [ ] B. Accessory Building [ ] C. Commercial [ ] D. Sign [ ]

**Structure – Exterior Dimensions** (length and width) A. Residence \_\_\_\_\_ by \_\_\_\_\_ Number of Stories \_\_\_\_\_

B. Accessory Building \_\_\_\_\_ by \_\_\_\_\_ C. Commercial \_\_\_\_\_ by \_\_\_\_\_ D. Sign \_\_\_\_\_ by \_\_\_\_\_

**Curb Cut/Driveway Application Required:** Yes \_\_\_ No \_\_\_ N/A \_\_\_ If yes, you must contact "Dig Safe" @ 1-888-344-7233

**MDOT Driveway Permits Required.** For anyone installing, physically changing or changing the use of a driveway on a state highway a permit must be obtained from the Maine Department of Transportation (MDOT) and presented to this office before a building permit will be issued or a letter from MDOT stating that a permit is not required.

**Received** Yes \_\_\_\_\_ No \_\_\_\_\_ Not Required & Letter Rec'd from MDOT Yes \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Soil Erosion and Sediment Control Plan:** For *any construction* or renovations that will disturb the soil, requires the applicant to supply one copy of an approved Soil Erosion and Sediment Control Plan. **Received** Yes \_\_\_ No \_\_\_ N/A \_\_\_

**Copy of Purchase and Sales Agreement.** A copy of either a Bill of Sale or Purchase Sales Agreement is required when applying for a building permit for a mobile home, doublewide or modular home. **Received** Yes \_\_\_ No \_\_\_ N/A \_\_\_



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**Taxes Paid.** A copy of taxes paid in full is required if moving/placing a used mobile home. **Received** Yes \_\_\_ No \_\_\_ N/A \_\_\_

**Plans & Specifications:** For *commercial* and *non-residential* construction or renovations *municipal law* requires the applicant to supply one (1) copy of a stamped *Certified Engineered* detailed drawing to show structural, mechanical and electrical work, including computations, stress diagrams and other essential technical data. One (1) electronic copy of same. In addition, compliance of 101 Life Safety and American Disability Act (ADA) (Handicapped Requirements) is required before a Certificate of Occupancy will be issued.  
**Received** Yes \_\_\_ No \_\_\_ N/A \_\_\_

**Site Plan.** *Municipal Law* requires applicant to illustrate the following about your lot and the proposed use of the lot on a scale drawing or by a site plan prepared by a surveyor, architect or engineer.

- a. Lot dimensions.
- b. Exact location of existing and proposed buildings and distance of each from survey markers. (Not Center of Road).
- c. Location of sewer disposal system and water supply.
- d. Areas to be cleared, if applicable.
- e. Areas of cut, fill, grading, or other earth moving activity, if applicable.

**MINIMUM BUILDING/MOVING PERMIT FEE \$35.00.**  
**SIGN PERMIT FEE \$2.50/PER SQUARE FOOT, USE FEE \$25.00.**  
**DEMOLITION FEE \$30.00 FOR RESIDENTIAL AND \$100.00 FOR COMMERCIAL.**

The Building Permit Fee for **residential** construction is based on **\$5.00 per thousand** of construction cost *excluding* electrical and plumbing. The Building Permit fee for **commercial** construction is based on **\$8.00 per thousand** of construction cost *excluding* electrical & plumbing.

If property is being demolished an **“ASBESTOS BUILDING DEMOLITION NOTIFICATION”** must be obtained by DEP and shown before demolition permit will be issued.

Estimated value of work **including cost of any site work and labor charges:** (Fair market value of construction and labor cost)

**Construction Cost:** \$ \_\_\_\_\_ **Building Permit Fee** \$ \_\_\_\_\_

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING APPLICATION**

“I hereby apply for a building permit to cover the above described work and agree to comply with the existing building and zoning ordinance of the City of Presque Isle. I further agree, prior to starting any electrical or plumbing work, to secure permits from the electrical and plumbing inspector. I understand that there may be other permits required from other agencies that I must obtain before being allowed to build. Under MRSA 25, Section 2357 and the City of Presque Isle’s Land Use and Development Code a Certificate of Occupancy ***MUST*** be obtained before the structure hereby permitted is used or occupied. I understand that this permit application may be denied if not complete. A complete application may include construction documents as required by the City of Presque Isle. ***I understand that if the above information is not accurate this application will be invalid, a Stop Work Order issued, and the City of Presque Isle could levy fines against me for giving false information.***”

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Office Use Only**

**Date Application Received:** \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Condition of Application or Reason for Denial: \_\_\_\_\_



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**SIGNATURE & POLICY PAGE**

**Please read and initial each item below, sign, and date the application.**

- \_\_\_\_\_ I understand that building permits do not include internal plumbing, septic, or electrical work.
- \_\_\_\_\_ I understand that building permits are valid for two (2) years.
- \_\_\_\_\_ I agree to comply with all applicable Building Codes, Energy Conservation Codes, Fire Codes, and the Life Safety Codes.
- \_\_\_\_\_ I agree to schedule all inspection(s) with the Code Enforcement Office **(760-2703) or (760-2770)**.
- \_\_\_\_\_ I will not close in the walls until the framing, insulation, vapor barrier, electrical and plumbing has been inspected.
- \_\_\_\_\_ I authorize inspections necessary to insure compliance with all City regulations.
- \_\_\_\_\_ I understand that a Certificate of Occupancy is required prior to occupying the building.
- \_\_\_\_\_ I certify that all the information given in this application is accurate and complete.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

“I hereby apply for a building permit to cover the above described work and agree to comply with the existing building and zoning ordinance of the City of Presque Isle. I further agree, prior to starting any electrical or plumbing work, to secure permits from the electrical and plumbing inspector. I understand that there may be other permits required from other agencies that I must obtain before being allowed to build. Under MRSA 25, Section 2357 and the City of Presque Isle’s Land Use and Development Code a Certificate of Occupancy ***MUST*** be obtained before the structure hereby permitted is used or occupied. I understand that this permit application may be denied if not complete. A complete application may include construction documents as required by the City of Presque Isle. ***I understand that if the above information is not accurate this application will be invalid, a Stop Work Order issued, and the City of Presque Isle could levy fines against me for giving false information.***”

**SCHEDULE OF INSPECTIONS**

<b>Inspection</b>	<b>Date</b>	<b>Inspector</b>	<b>Inspection Notes</b>
<input type="checkbox"/> Footings	_____	_____	_____
<input type="checkbox"/> Foundation	_____	_____	_____
<input type="checkbox"/> Radon	_____	_____	_____
<input type="checkbox"/> Framing	_____	_____	_____
<input type="checkbox"/> Insulation	_____	_____	_____
<input type="checkbox"/> Plumbing	_____	_____	_____
<input type="checkbox"/> Electrical	_____	_____	_____
<input type="checkbox"/> Septic	_____	_____	_____
<input type="checkbox"/> Final Occupancy	_____	_____	_____