



TOWN OF LITCHFIELD

2400 HALLOWELL ROAD
LITCHFIELD, MAINE 04350-9725

FAX (207) 268-2196

TEL. (207) 268-4721

CEO/BUILDING & PLUMBING INSPECTOR

Applicants for Building, Land Use, and Plumbing Permits are reminded that no permit will be issued until an application is complete and applicable fees are paid.

Building and Land Use Permits

In all cases, applications must be accompanied by site plans showing the existing and proposed features of the property. Setback measurements from all lot lines and water bodies must be on the site plan. A checklist is provided on p. 3.

Plumbing and Septic Permits

Required for any new interior plumbing and any new septic. The applicant is the person actually doing the work (or the property owner). **REMEMBER—NO BUILDING PERMIT CAN BE ISSUED, WHERE A PLUMBING and/or SEPTIC PERMIT ARE/IS REQUIRED, UNTIL THE PLUMBING and/or SEPTIC PERMIT ARE/IS ISSUED.** All plumbing and septic work must be inspected.

REQUESTS FOR ANY INSPECTION MUST BE 24 HOURS IN ADVANCE.

Other Permits

In many cases certain activities require permits from the Litchfield Planning Board, or need State permits. These permits can take a long time to obtain and must be obtained before the Code Enforcement Officer (CEO) may issue a building permit.

Requests for inspection must be at least 24 hours in advance.

No inspection on Friday, Saturday, or Sunday.

Date Received: _____

Map No. _____ Lot No. _____

Building Permit Application

Property Address: _____

Property Owner: _____ Phone No.: _____

Address: _____

Property Owner Signature: _____

(if different than applicant)

Applicant Name: _____ Phone No.: _____

Address: _____

Proposed Building Type and Size:

Single Family Home: _____ Stick-built: _____ Modular: _____

Garage: _____ Barn: _____ Shed: _____ Demolition: _____

Addition: _____ Deck/Porch: _____ Renovations: _____

Other: _____

Mobile Home: ____ Year: ____ Serial No.: _____ Model No.: _____

Size: _____

Mortgage Institution: _____

Address: _____ Phone No.: _____

Estimated Cost of Project: \$_____ (market value of labor and materials)

Proposed Schedule: Beginning Date: _____ Ending Date: _____

Will Project Have Plumbing? Yes: _____ No: _____

(Attach copies of interior and/or septic permits.)

Date Issued: _____ Permit No.: _____

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Submission Requirement Checklist

- ❑ Name, address and phone number of applicant and/or applicant's agent
- ❑ Property location, including map and lot numbers
- ❑ Verification of right title or interest in property (examples are—but limited not to—a deed, a purchase and sale agreement or a letter from the owner allowing the contractor to apply, along with the deed)
- ❑ Receipt of application fee
- ❑ Estimated cost of the proposal
- ❑ Schedule of construction, including anticipated beginning and completion dates
- ❑ One (1) Internal Plumbing Application and/or three (3) copies of a Subsurface Wastewater Disposal Design
- ❑ A complete description of the project
- ❑ A map drawn to scale on 8 ½" x 11" or 11" x 17" size paper, showing:
 - Location to nearest Town Road
 - Boundaries, including abutting properties
 - Site
 - Structures (existing and proposed)
 - Setbacks
 - Parking areas
 - Driveways
 - Roads
 - Erosion control and stormwater control features
 - Easements (if applicable)
 - Rights-of-way
 - Any and all waterbodies (includes lakes, streams, and wetlands)
 - Signature on p. 5

Mobile home applications must also include the following:

- A current color photo (in electronic form, if possible, emailed to: s.ochmanski@litchfieldmaine.org)
 - Copies of tax and utility bills being paid from the town it last set in
 - Bill of Sale
-
- ❑ Any other information necessary to show that the proposal complies with the applicable requirements of this ordinance such as:
 - Floodplain management
 - Any State permits required
 - Any Federal permits required

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Town Office Hours:

Mon. 8:30 a.m.-7:00 p.m.
Tue. 8:30 a.m.-6:00 p.m.
Wed. 8:30 a.m.-6:00 p.m.
Thur. 8:30 a.m.-6:00 p.m.

Code Enforcement Office Hours:

Mon. 9:00 p.m.-1:00 p.m.
Tue. 9:00 a.m.-1:00 p.m.
Wed. 9:00 a.m.-1:00 p.m.
Thur. 9:00 a.m.-1:00 p.m.

**Inspections and site visits must be by appointment.
Requests for inspection must be at least 24 hours in advance.**

Town Office Phone No. : 207-268-4721

Code Enforcement Officer and Plumbing Inspector: Steven Ochmanski

Entrance Permits: Acting Road Commissioner: Steven Ochmanski

No Building Permit will be issued until Entrance Permits & Plumbing Permits have been issued. All plumbing and septic work must be inspected.

**Requests for inspection must be at least 24 hours in advance.
No inspection on Friday, Saturday, or Sunday.**

The filing of this application and paying of the application fee is not an issuance of a Building Permit. A Building Permit is issued only after the Code Enforcement Officer has reviewed a completed application and approved that application.

By signing this form, I represent that the information I have provided is accurate and the project meets all applicability requirements and standards for local, State, and Federal laws and rules. I attest that I have provided sufficient title, right, or interest in the property where the land use is being conducted. I also attest that I have read and understand all instructions included with this application.

APPLICANT SIGNATURE: _____ DATE: _____

TOWN REVIEW BY: _____ DATE: _____

Approved

Denied

Approved with Conditions:

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Permit Application Fees

New Homes and Mobile Homes Including Shoreland Zone	-	\$100.00
Mobile Home Transfers	-	\$50.00
All other Building Permits Required by Land Use Ordinance	-	\$50.00
All other Shoreland Zone	-	\$50.00
Site Plan Review by CEO	-	\$100.00
Septic - Permit	-	\$250.00
Septic - Variance	-	\$20.00
Septic - Replacement Field Only	-	\$150.00
Septic - Tank Only	-	\$150.00
Plumbing Permits	-	\$10.00 per fixture (with a \$ 24.00 minimum)
New Commercial Use	-	\$100.00 (includes Cottage Industry)
New Commercial Structures	-	\$250.00
Accessory Commercial Structures	-	\$125.00
Planning Board		
Site Plan Review	-	\$100.00
Plus	-	\$1.00 per abutter notification
Subdivision Review	-	\$100.00
Plus	-	\$100.00 per lot
Plus	-	\$1.00 per abutter notification
Appeals Board		
Appeal Review	-	\$100.00
Plus	-	\$1.00 per abutter notification

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