



TOWN OF LITCHFIELD

2400 HALLOWELL ROAD
LITCHFIELD, MAINE 04350-9725

Fax 207-707-8485

Phone 207-707-8490

CODE ENFORCEMENT OFFICER & PLUMBING INSPECTOR

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

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 check list is provided on page 3.

Plumbing and Septic Permits

Are 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 A SEPTIC PERMIT IS REQUIRED, UNTIL THE PLUMBING and/or SEPTIC PERMIT 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 Planning Board, or need State Permits. These permits can take a long time to obtain and must be obtained before the 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 _____ Lot _____

Land Use Permit Application

Property Address: _____

Property Owner _____ Phone # _____
Address _____

Property Owner Signature _____
(if structure is on Lease and/or Rented land)

Applicant Name _____ Phone # _____

Address _____

Email Address _____
(if you would like your permit emailed)

Proposed Building and dimensional *size*: (NOT SQ. FOOTAGE)

Single Family Home Stick Built _____ Modular _____
Garage _____ Barn _____ Shed _____ Demo _____
Addition _____ Deck/Porch _____ Renovations _____
Other _____

Mobile Home: Year _____ Serial # _____ Model # _____ Size _____

Mortgage Institution _____
Address _____ Phone # _____

Estimated Cost of Project \$ _____
(Market Value of Labor & Materials)

Proposed Schedule; Beginning Date _____ Ending Date _____

Will Project Have Plumbing? Yes _____ No _____
(Attach copies of interior and/or septic permits)

Date issued _____ *Permit #* _____

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Submission Requirement Check List

- ❖ Name, Address and phone number of applicant and /or applicants agent
 - ❖ Property location including map and lot
 - ❖ Verification of right title or interest in property (examples are but limited to a deed, a purchase & sales 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
 - ❖ 1 Internal Plumbing Application and/or 3 copies of a subsurface wastewater disposal design
 - ❖ A complete description of the project
 - ❖ A map drawn to scale on 8 1/2 x 11 or 11x17 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
 - And any and all waterbodies (which include Lakes, Streams and Wetlands ○
- Signature on page 5

Mobile Home applications must also include the following

- A current color photo (in electronic form if possible email to;
steve@litchfieldmaine.org)
 - Copy of taxes and utilities 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. 8:00am - 4:00pm

Tue. 8:00am - 4:00pm

Wed. 8:00am - 4:00pm

Thur. 8:00am - 6:00pm

Code Enforcement Office hours:

Mon. 9:30am - 1:00pm

Tue. 9:30am - 1:00pm

Wed. 9:30am - 1:00pm

Thur. 9:30am - 1:00pm

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

Town Office Phone # 207-707-8490

Code Enforcement Officer and Plumbing Inspector:

Steven Ochmanski

steve@litchfieldmaine.org

Entrance Permits are administered by the Code Enforcement Office

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

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.

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No inspection on Friday, Saturday or Sunday

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 _____

☐ Approve

☐ Denied

☐ Approved with Conditions:

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Permit Application Fees

New Homes & Mobile Homes -	\$100.00
Including Shoreland Zone	
Mobile Home Transfers -	\$ 50.00
All other Building Permits	
Required by LUO	\$ 50.00
All other Shoreland Zone	\$ 50.00
Site Plan Review by CEO	\$100.00
Septic Permits -	\$250.00
DEP new system fee	\$ 15.00
Variance	\$ 20.00
Replacement Field only	\$ 150.00
Tank only	\$ 150.00
Plumbing Permits	\$ 10.00 a fixture
With a minimum	\$ 40.00
New Commercial Use	\$100.00
(includes Cottage industry)	
New Commercial Structures	\$250.00
Accessory Commercial Structures	\$125.00

Planning Board Fees

Site Plan Review	\$100.00
Plus abutters notification	\$ 1.00 per Abutter
Subdivision Review	\$100.00
Plus	\$100.00 per lot
Plus abutters notification	\$ 1.00 per Abutter
Appeals Board Fee	\$100.00
Plus abutters notification	\$ 1.00 per Abutter

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