



CITY OF PRESQUE ISLE
12 SECOND STREET
PRESQUE ISLE, ME 04769
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APPLICATION FOR A BUILDING, PLACEMENT OF MOBILE HOME,
MOVING, SIGN, USE, AND/OR DEMOLITION PERMIT

PLEASE FILL-OUT APPLICATION COMPLETELY

Date: _____ Permit No: _____

1. **Owner of Property:** _____

Physical Location (number of street or road): _____

Mailing Address (if different from above): _____

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

E-Mail: _____

2. **Contractor:** _____ **Phone:** _____ **Cell Phone:** _____

3. **Zone** _____ **Map No.** _____ **Street No.** _____ **Lot No.** _____ **Lot Size.** _____

4. **Existing use of Property:** _____

5. **Description of Work** (Include Measurements) _____

6. **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

7. **Zoning Board of Appeal Requirements** (if applicable) _____

8. **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

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

10. **Structure – Exterior Dimensions** (length and width) A. Residence _____ by _____ Number of Stories _____
B. Accessory Building _____ by _____ C. Commercial _____ by _____ D. Sign _____ by _____

11. **Curb Cut/Driveway Application Required:** ___ Yes ___ No ___ N/A If yes, you must contact “Dig Safe” @ 1-888-344-7233

12. **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 _____ Not Required & Letter Rec'd from MDOT _____ N/A

13. **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

14. **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

PLEASE TURN OVER AND COMPLETE BACK OF APPLICATION

15. **Taxes Paid.** A copy of taxes paid in full is required if moving/placing a used mobile home. **Received** ___ Yes___No___N/A
16. **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. 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
17. **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.
- Lot dimensions.
 - Exact location of existing and proposed buildings and distance of each from survey markers. (Not Center of Road).
 - Location of sewer disposal system and water supply.
 - Areas to be cleared, if applicable.
 - Areas of cut, fill, grading, or other earth moving activity, if applicable.
18. **Copy of Fire Marshall Construction Permit.** (If applicable): _____ Yes _____No _____ N/A

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* (regardless of who does work): \$ _____
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: _____

