



COMMERCIAL BUILDING PERMIT APPLICATION

Town of Falmouth - Code Enforcement Office

Phone – 207-699-5310

Permit # _____ Check # _____ & _____ Fee _____
Map/Lot _____ Zone _____ Deposit _____ Int _____
Received _____ Issued _____ Total _____ Int _____
Location of Work _____

Tenant Information

Name _____
Address _____

Phone _____ Email _____

Contractor Information

Name _____
Address _____

Phone _____ Email _____

Signature Upon Submittal _____ Date _____ License # _____ Int _____

(Written authorization from the owner of the property is required if tenant and owner are not the same entity)

Project Information (circle all that apply)

New Building | Addition | Renovation | Demolition | Other

Description _____

Proposed Use _____ Past Use _____ Project Cost _____

Stories _____ Height _____ Zoning Board _____ Planning Board _____

(Please read below. The permit is not considered issued until the signed and dated below by the applicant.)

Periodic Inspections are required. See the Inspection Schedule Form. We do not perform inspections that have been setup on the same day and all inspections are subject to the availability of the Code Officer. Failure to schedule appropriate inspections may result in an immediate Stop Work order being placed on the project as well as possible fines. Please be aware that there may be other requirements such as approvals and conditions from the Planning Board, Zoning Board, or other departments that may apply to this project. The issuance of this permit does not supersede those requirements.

On this date _____, I _____ have read and understand the above statement.

Permit Conditions:

Signature of Code Enforcement Officer _____ Date _____

Plan Submittal Checklist

(To be completed and included with Permit Application)

Additional Submittal Requirements for Commercial Building Applications

- ☐ Construction documents complying with IBC 107 or IEBC 106 as applicable
- ☐ A copy of the SFMO Construction Permit.
- ☐ Detail compliance with IBC chapter 11 and A117.1 2009 accessibility requirements as applicable
- ☐ Detail compliance with IECC 2015 energy efficiency requirements
- ☐ DEP Maine Construction General Permit (MCGP) (required if total land disturbance exceeds 1 acre)

Complete scalable plan sets are required for any building project and must contain the following information (if applicable to the project). If this form is incomplete or items checked are not supplied the application will not be reviewed. If an item is not applicable to the project, please write "N/A" after.

- ☐ Written authorization
 - ☐ Proof of ownership of property (deed must be recorded at the Cumberland County Registry of Deeds)
 - ☐ Permission from owner for project to be done if applicant is someone other than the owner
- ☐ Site plan containing the following:
 - ☐ Distance of all building setbacks measured perpendicular to property lines
 - ☐ Location of septic tank and leach field
 - ☐ Street entrance location
 - ☐ Easements, rights of ways, water courses, wetlands, and areas restricted by covenant
 - ☐ Total square footage of lot area
 - ☐ Erosion and sediment control measures
- ☐ Foundation, floor, and roof plans containing the following:
 - ☐ Overall building dimensions
 - ☐ Room use (name) and size as well as location of plumbing fixtures, appliances, etc.
 - ☐ Windows and doors including swings direction and sizes
 - ☐ Stairs showing direction of travel and dimensions
 - ☐ Beam and header structural member details
 - ☐ Maine licensed engineer approval is required for all structural steel, LVL's, trusses, manufactured framing material etc.
- ☐ Building cross section containing the following:
 - ☐ Section through building showing foundation, floors, ceilings, wall, roof assemblies, etc.
 - ☐ Show and label all construction materials
 - ☐ Indicate floor to ceiling heights of rooms including basement and attic
 - ☐ Section through stairs showing headroom, treads and risers including dimensions
- ☐ Building elevation drawings containing the following:
 - ☐ Show each side of building including height
 - ☐ Proposed grade at each corner of the building extended out to 20'
 - ☐ Dimension to the maximum height of the building from the average finished grade within 20' of the building