

# Town of Oxford

## Application for Building Permit

Map# \_\_\_\_\_ Lot# \_\_\_\_\_

Fee: \_\_\_\_\_

Please Note: Leave no blanks or application will not be reviewed.

**Permit fee: \$.15/square foot for living space plus \$30.00: \$.10/sq ft for residential non-living space (garages/basements/decks/patios, min. \$10.00 etc...) and \$.50 for Commercial space plus \$50.00. Towers \$100 plus .50/foot to top of blade or antennae plus any fees for advertising abutters/public hearing. 5 x the permit fee if starting construction prior to permit**

Location: \_\_\_\_\_

Owner's Name \_\_\_\_\_ Tel# \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Tel# \_\_\_\_\_

Planned use of Structure: \_\_\_\_\_ Number of families \_\_\_\_\_

General description of project (include structure size): \_\_\_\_\_

Year round use: \_\_\_\_\_ To be rented: \_\_\_\_\_ or will proposed building be used for commercial purposes such as auto repair shop, saw mill, sales store, boat storage or animals for sale? \_\_\_\_\_

**Please sketch all structures and the septic system of/on your property, showing distances to lot lines and road edge below.**

**Application for Building and Use Permits.** Property map/survey prepared by a registered Maine land surveyor or drawn to scale, showing the location, boundaries, dimensions, elevations and size of the following: property lines, principal and accessory structures, existing and proposed subsurface sewage disposal systems, easements, streets, and other public ways, driveways, side and rear yard setbacks measurements, are required.



Plumbing permits for exterior: \_\_\_\_\_ Interior: \_\_\_\_\_  
Date septic installed: \_\_\_\_\_

Is proposed construction in a flood plain? \_\_\_\_\_

**Building permit checklist**

- ( 1 ) Driveway opening permit
- ( 2 ) Recorded deed and purchase and sale, or copy of deed, or if recently transferred, a letter of authorization to draw permit is needed to prove interest in property.
- ( 3 ) Plans or drawings of proposed construction. **REQUIRED AS OF DECEMBER 2010.**
  - A. Foundation
  - B. Floor plan
  - C. Cross section of building
- ( 4 ) Obtain house number and notification for New property Owner from Code Officer.

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant / Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Charged : \_\_\_\_\_

**Required Inspections will be:**

- 1. Foundation Rebar prior to placing concrete
- 2. Foundation after drainage and insulation is installed. (prior to backfilling)
- 3. Framing and Chimney
  - a. Plumbing rough-in
- 4. Insulation, air and vapor barriers and Attic access hatch
- 5. Final for Certificate of Occupancy

**You must call 24 hours in advance for inspections.**

\*\*Erosion and sediment control plan required for 3 or more yards of disturbed or relocated soils.  
Certified Contractor required in Shoreland Zone.

## SECTION R102 APPLICABILITY

### R102.7 Existing structures.

The legal occupancy of any structure existing on the date of adoption of this code shall be permitted to continue without change, except as is specifically covered in this code, the International Property Maintenance Code or the International Fire Code, or as is deemed necessary by the building official for the general safety and welfare of the occupants and the public.

R102.7.1 Additions, alterations or repairs. Additions, alterations or repairs to any structure shall conform to the requirements for a new structure without requiring the existing structure to comply with all of the requirements of this code, unless otherwise stated. Additions, alterations or repairs shall not cause an existing structure to become unsafe or adversely affect the performance of the building.

**\*\*Smoke detectors and carbon monoxide detectors are required in all renovated structures or structures with additions.**

## SECTION R105 PERMITS

R105.1 Required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

R105.2 Work exempt from permit. Permits shall not be required for the following. Exemption from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

Building:

2. Fences not over 7 feet (1829 mm) high.
3. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge. [and not in Shoreland Zoned areas]
4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18,927 L) & the ratio of height to diameter or width doesn't exceed 2 to 1.
5. Sidewalks.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Prefabricated swimming pools that are less than 24 inches (610 mm) deep.
8. Swings and other playground equipment
9. Window awnings supported by an exterior wall which do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.

## INSPECTIONS ARE REQUIRED!

## SECTION R106 CONSTRUCTION DOCUMENTS

R106.1 Submittal documents. Submittal documents consisting of construction documents, and other data shall be submitted in at least one 11" x 17" set with specifications on windows, doors and lights, with each application for a permit.

**The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed.**

Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional or licensed engineer.

Exception: The building official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that reviewing of construction documents is not necessary to obtain compliance with this code.

R106.1.1 Information on construction documents. Construction documents shall be drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official. Where required by the building official, all braced wall lines, shall be identified on the construction documents and all pertinent information including, but not limited to, bracing methods, location and length of braced wall panels, foundation requirements of braced wall panels at top and bottom shall be provided.