

## **Town of Georgetown Building, Plumbing Permits Procedures and Checklists**

**Summary:** In order to complete a building and/or plumbing permit, you must complete an *Application for a Building/Demolition Permit* (permit application). Ordinances that are referenced are the Georgetown *Building/Demolition Permit Ordinance* and/or *Shoreland Zoning Ordinance*. Please review the pertinent ordinances for your project.

Applications can be found on the Georgetown website:

[https://www.georgetownme.com/?page\\_id=30](https://www.georgetownme.com/?page_id=30)

Other permits/forms that may be required are the

- *Floodplain Development Application*,
- *Appointment of Representative*
- *Application for Solar Energy System*,
- *Subsurface Wastewater Disposal System Application HHE-200*,
- *Plumbing Application HHE-211*,
- *Sign Permit Application*
- Other required State and/or Federal permits.

Forms can be found on the Georgetown Website:

[https://www.georgetownme.com/?page\\_id=54](https://www.georgetownme.com/?page_id=54)

### **Planning Board Permits are required for the following:**

- the construction or placement of any new or relocated principal structure, Accessory Dwelling Unit (ADU), or tiny home;
- the expansion of an existing principal structure which results in an increase in the ground area covered by the structure, whether such expansion is supported from the building or by posts or foundation wall, or an increase in the volume and/or height of the structure, or the removal and replacement of the entire structure or any portion thereof; this includes patios and balconies square footage in structures in the shoreland zone.
- the modification of an existing principal structure which results in an increase in the number of bedrooms or dwelling units in the structure;

- construction or expansion of a campground/campsite;
- a first-time structure greater than 100 square feet on a undeveloped lot;
- construction or expansion of a solar farm.
- all commercial structures, principal or accessory.

If you plan a permanent or temporary dock, pier, and float you must obtain a permit from the Maine Department of Environmental Protection and the US Army Corps of Engineers before a building permit will be approved.

Maine DEP NRPA: <https://www.maine.gov/dep/land/nrpa/>

Army Corps of Engineers:

<https://www.nae.usace.army.mil/Missions/Regulatory/State-General-Permits/Maine-General-Permit/>

**Code Enforcement Officer (CEO) Permits are required for the following:**

- The construction or placement of any new or relocated accessory structure
- The expansion of an existing accessory structure which results in an increase in the ground area covered by the structure, whether such expansion is supported from the building or by posts or foundation wall, or an increase in the volume and/or height of the structure, or the removal and replacement of the entire structure or any portion of thereof
- Demolition of an existing structure
- Signs for businesses and organizations

**Application Checklist and/or Directions:**

Please complete the form in its entirety.

**The upper part of the building permit is self-explanatory.**

If you do not know your Map or Lot number, you can locate it on your tax bill or the Georgetown website.

If the owner has another person/contractor/business representative completing the process, you will need an *Appointment of Representative Form*. It is important that all the owner(s), LLC members, or equivalent, sign the *Appointment of Representative* form if applicable. For example, if two people are on the Deed, both people will need to sign this form.

If you are in the Shoreland or Resource Protection Zone, you will check the appropriate boxes. If you do not know, you can reference the Georgetown Shoreland Zone Map. [https://www.georgetownme.com/?page\\_id=68](https://www.georgetownme.com/?page_id=68)

**Permit for section.** Check the appropriate box or boxes. Principal structures are other than what is incidental or an accessory, i.e. house, cottage. Accessory structures are incidental or subordinate to the principal structure. I.e. decks, garages, sheds etc. If you are going to demolish the structure, this form must be completed.

For Other, examples may be tree cutting, blasting, earth moving (excavating).

**Documents Required section:** Copy of deed. If you do not have a copy, you can visit the Sagadahoc County Website, Registry of Deeds.

[https://sagadahoccountyme.gov/departments/registry\\_of\\_deeds.php](https://sagadahoccountyme.gov/departments/registry_of_deeds.php)

**Erosion Control Plan:** This must be completed for all projects. If it is not required, (such as construction on ledge) that must be explained to the satisfaction of the Planning Board. If you are doing work in the Shoreland or Resource Protection zones, this will require the contractor to be certified in Erosion Control.

**Notification of Abutters:** All applications for permits to the Planning Board for permits in the Resource Protection District, or for a non-conforming structure, require proof of notification to abutters.

**Copy of sewage disposal permit (if required):** This is for complete septic systems, holding tanks, and overboard discharge. If it is a new or replacement system, a permit must be obtained from the Local Plumbing Inspector. If you are expanding the number of bedrooms in an existing structure and not altering the septic system, a copy of the original sewage disposal permit shall be required.

**Copy of plans and elevations of proposed structures:** This can be a contractor/business/architecture drawing that show the structure(s). It will require all dimensions-including square footage, height, labeled rooms, and other pertinent information.

**Two copies of Plot Plan:** Only need *one copy* if submitted electronically. This must be completed entirely by checking that each box on the permit application is on the plot plan. **No exceptions.** This can be a copy of a survey, tax map or other map tool. It will require all new and existing structures be located with dimensions-to roads, lot lines, cemeteries and the extent of the Shoreland Zone, where applicable. Dimensions for structures shall be to all lot lines. Location of septic systems and wells. Free hand drawn Plot Plans are discouraged.

**Applicants Signature:** All Owner(s) or Owner's Agent(s) listed as the Applicant of the *Application for a Building Permit* must sign the application.

### **Section I. Shoreland Zoning Ordinance Conditions**

This section is extracted from the Georgetown Shoreland Zoning Ordinance, Section 16, §D, (1-10). Complete and check all boxes, and sign accordingly.

### **Section II; Maine's Natural Resource Protection Act.**

The link below is the Maine NRPA website. If applicable, any required Maine DEP permit must be obtained prior to submitting a building permit. I. e. docks, floats etc.

<https://www.maine.gov/dep/land/nrpa/>

### **Section III: Erosion and Sedimentation Control.**

This must be completed for all projects. If it is not required, that must be explained to the satisfaction of the Planning Board. If you are doing work in the Shoreland or Resource Protection zones, this will require the contractor to be certified in Erosion Control.

Complete and sign accordingly.

Once a permit has been completed, you can email, mail, or drop off at the Town Hall. The Codes Enforcement Officer (CEO) will review for compliance and completeness. The CEO will contact the applicant with any questions and arrangements for attending the Planning Board meeting if applicable.

If you have any questions or concerns, please contact the Codes Enforcement Officer/Local Plumbing Inspector.

Email: [georgetownceo@gmail.com](mailto:georgetownceo@gmail.com)

Phone: 207-295-4332