

**INFORMATION REQUIRED FOR**  
**BUILDING PERMIT/ GROWTH MANAGEMENT PERMIT**  
**Town Of Kennebunkport, Maine**

1. **Building Permit Application, fully completed and signed**
2. **Deed or Proof of Ownership**
3. **If applicant is other than owner, a signed letter of authorization from owner**
4. **Plot plan or survey to scale showing: set backs, wetlands, shape & dimensions of lot, size & location of all buildings, structures, water bodies and other significant features currently existing on the lot**
5. **Where applicable, the location of soils test pits, reserve disposal areas, subsurface sewage disposal systems, parking lots and driveways, signs, buffer strips and private wells**
6. **Detailed construction plans, drawn accurately to scale**
7. **Septic plan (must be less than 2 years old) OR Sewer Connection Application completed and approved by Sewer Superintendent Allan Moir (967-2245)**
8. **Department of Environmental Protection Permit, if required**
9. **Zoning Board of Appeals Approval, if needed**
10. **Planning Board Approval, if needed**
11. **Curb Cut signed by Police Chief & Highway Superintendent, if needed**
12. **Form 1190 from Central Maine Power**
13. **Maine Chimney Installation Disclosure, if needed**

**\*\*\* The Code Enforcement Office is permitted up to 20 calendar days to issue a permit *once the application has been deemed complete* \*\*\***

**NOTES**

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