



Town of Kennebunkport

Building or Growth Permit Application

Building Permit Only ☐ Growth Permit Only ☐ Both ☐

Zone: _____ Map: _____ Block: _____ Lot: _____

****If additional permits/information are required, you will be notified by the Code Enforcement Officer****

Property Owner

Name: _____

Email Address: _____

Property Address: _____

Mailing Address: _____

(Street)

(City)

(State)

(Zip)

Phone Number: _____

Contractor/Agent

Name: _____

Email Address: _____

Mailing Address: _____

(Street)

(City)

(State)

(Zip)

Phone Number: _____

Proposed Use: _____

Historic Building? _____ What Year? _____

Estimated Project Cost: \$ _____

Project Description: _____

FOR OFFICE USE ONLY

RECEIVED

Date: _____

BIN#

Initial: _____

Plans in Cabinet ☐

Check in Bag ☐

Survey Agreement ☐

Flood Hazard ☐

Growth Area Permit # _____

Rural Area Permit# _____

Transitional Area Permit# _____

Issue Date: _____

Issue Time: _____

Fee: _____

Approved By: _____

Building Permit # _____

Issue Date: _____

Fee: _____

Approved By: _____

Approval Date: _____

Notes/Comments

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

- ☐ Building Permit Application, completed fully and signed.
- ☐ Recorded Deed and/or proof of ownership **(If ownership has changed w/in past 6 months)**.
- ☐ If applicant is other than owner, **a signed letter of authorization from owner**.
- ☐ Plot plan or survey **TO SCALE** showing: setbacks, wetlands, shape & dimensions of lot, size & location of all buildings, structures, water bodies and other significant features currently existing on the lot.
- ☐ Detailed construction plans, drawn accurately **TO SCALE MUST BE INCLUDED**. Plans must be designed to meet Maine Uniform Building & Energy Code.
- ☐ Radon Mitigation Plan to scale must be included by registered radon mitigation contractors.
- ☐ Show ALL types of lot coverage including but not be limited to: sheds, pools, patio, walkway, etc. If unsure what constitutes, lot coverage, please ask.
- ☐ Where applicable, attach Septic plan/HHE200 (must be less than 2 years old) OR Sewer Connection Application completed and approved by Sewer Department (967-2245).
- ☐ Department of Environmental Protection Permit, if required.
- ☐ Does project include any asbestos or lead paint removal? If so, provide separate description and contractor details.
- ☐ Zoning Board of Appeals and/or Planning Board Approval, if needed.
- ☐ For a new home and/or relocation of driveway on an existing home; and located on a Town of State road, a curb cut application will need to be completed. All State roads require MDOT approval.
- ☐ Form 1190 from Central Maine Power.
- ☐ Maine Chimney Installation Disclosure is required for woodburning, chimneys or fireplaces per NFPA 211.

WHAT IS LOT COVERAGE? The percentage of the lot covered by structures, including overhangs. Within the Shoreland Zone, lot coverage shall include driveways, parking lots, and other non-vegetated surfaces.

HOW DO I CALCULATE MY LOT COVERAGE?

LOT COVERAGE CALCULATION

1. Draw and dimension footprints of all buildings on a site plan, including overhangs.
2. Calculate the area of all footprints.
3. Add all footprint areas.
4. Lot coverage (%) equals total footprint area divided by lot area, times 100.

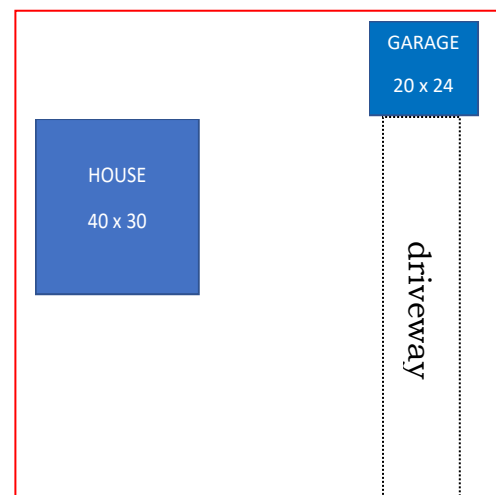
EXAMPLE

House = 40 x 30 ft. = 1,200 sq. ft.
Garage = 20 x 24 ft. = 480 sq. ft.
Total Area = 1,680 sq. ft.
Lot Area = 40,000 sq. ft.

Lot Coverage

1,680/40,000 (x 100) = 4.2%

SAMPLE SITE PLAN



Number of Stories

Present: _____
Proposed: _____

Height of Building

Present: _____
Proposed: _____

Number of Bathrooms

Present: _____
Proposed: _____
 Full Half

Number of Bedrooms

Present: _____
Proposed: _____

Year-Round Use ☐
Seasonal Use: ☐

**** Proposed = Total (Existing + Requested)**

Type of Water Supply:

☐ Individual Well
☐ Public Water Supply

☐ Central Well w/Distribution
☐ Other (please state alternative)

Type of Sewage Supply:

☐ Individual Septic Tank

☐ Connection to Public Sewer

☐ Central On-site Disposal
w/Distribution Lines

☐ Other (please state alternative)

****Please call DIG SAFE at 1-888-344-7233 prior to commencement of work****

PROPERTY INFORMATION

Actual Road Frontage	Feet
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How many dwelling units
presently exist on the Lot:

Actual setback of proposed structure:

Lot Size (in Sq. Ft. or Acres):

Front
R Side
L Side
Rear

Total square feet of all buildings:

Present: Proposed:

Lot Coverage (percentage of lot covered by structures)
Shoreland Zone also includes all non-vegetative areas:

Number of off street
parking spaces:

Present: %

Present:

Proposed: %

Proposed:

Building permits **do not** include plumbing, septic or commercial electrical work. Any permit issued shall become invalid if the authorized work is not started within one (1) year from the issuance of the permit. Work must be substantially completed within two (2) years of the date on which the permit was issued, under Article 11, §240-11.7 of the Kennebunkport Town Code. Inspections **MUST** be done to ensure compliance with State and Town regulations.

**Inspections can be scheduled by calling 207-967-1605
(48-hour advance notice required)**

Inspections required: Footing, Foundation, Backfill, Framing, Insulation, Septic, Plumbing, Fireplace/Chimney and Final.

Applicant: _____ Date: _____

Print Name: _____

The Code Enforcement Office will attempt to notify you within 20 days of receipt of your application whether it has been deemed complete, requires additional information or has been denied.

FOR OFFICE USE ONLY

ADDITIONAL PERMITS, APPROVALS AND INSPECTIONS REQUIRED

- ☐ Plumbing
- ☐ Septic/HHE200
- ☐ Planning Board
- ☐ Zoning Board
- ☐ Sand Dune

- ☐ Army Corp. of Eng.
- ☐ Fill
- ☐ Road Opening
- ☐ Fire Administration
- ☐ 911 Addressing Officer

Special Zones

- ☐ Shoreland
- ☐ Resource Protection
- ☐ Flood Zone
- ☐ D.E.P.

- ☐ Fire Suppression/Alarm System (See Section 5 of the Key Lock Box Ordinance. A copy can be provided upon request.

BUILDING PERMIT DENIAL

Date: _____

Name: _____

Address: _____

Please be advised that your recent application for a building permit must be and hereby is denied. The application is denied per Section _____ of the Kennebunkport Land Use Ordinance, which states: _____

Sincerely,

Code Enforcement Officer