

**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.

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