



TOWN OF KENNEBUNKPORT, MAINE

– INCORPORATED 1653 –

Permit by Rule Process/Steps

The storms on January 10 and 13 caused significant damage to both Town infrastructure and personal property. As residents affected by property damage plan for repairs, please note that all repairs and improvements require permitting.

Properties with private seawalls, beach stairs, or other applicable projects within the shoreland requiring repairs will need to complete a Permit-by-Rule Application with the Maine Department of Environmental Protection (DEP) as well as a Building Permit with the Town of Kennebunkport.

The Permit-by-Rule page on the Maine Department of Environmental Protection website: <https://www.maine.gov/dep/land/permits/pbr/index.html>

Step 1 (to be completed with the Maine Department of Environmental Protection): Complete Permit-by-Rule Notification Form and Pay Fee

If you have any questions on this process, please contact the DEP

1. Complete Permit-by-Rule Application available here: [Maine DEP PBR Notification Form](#)
 - a. For Town Email Address please use afortier@kennebunkportme.gov
 - b. For a guide on completing the form please see: [Maine DEP PBR Notification Form Guide](#)
2. Pay the Permit-by-Rule Processing Fee (\$307 as of 2/15/2024). This can be paid through the [Maine DEP Payment Portal](#)
3. Once the Permit-by-Rule application has been completed and the fee has been paid, submit the form and proof of payment (such as the payment confirmation) as required by the DEP.

Step 2 (to be completed with the Town of Kennebunkport): Complete and submit the Town of Kennebunkport Building Permit Application

1. Complete the Building Permit with the Town of Kennebunkport available here: [Town of Kennebunkport Building Permit Application](#)
 - a. This can be filled out the same day as the PBR application.
2. Submit the Building Permit along with a copy of the PBR application and the proof of payment to the Town of Kennebunkport Codes and Planning Department.