



**HAMPDEN PUBLIC SAFETY**  
**Police – Fire – EMS – Code Enforcement**  
106 Western Avenue  
Hampden, Maine 04444  
Phone 207-862-4500  
Fax: 207-862-4588



## Commercial Permit Submission Requirements

EFFECTIVE 1/19/15

### Addition to Existing Building

- Building Permit Application, signed by both the Applicant and Owner.
  - If not signed by land/building owner, a letter MUST accompany permit application stating the applicant has permission to obtain a permit on the owner's behalf.
- Three (3) copies of the building plans (see Plan Requirements below)
- Plot Plan, if a site plan is not submitted in the plans specified below
- Plumbing Application (HHE-221), *if applicable*
- Subsurface Wastewater Disposal System Application (HHE-200), *if applicable*
- Sewer Hook-on Application, *if applicable*
- Chimney or Fireplace Construction/Installation Disclosure
- Signed Inspection Acknowledgement Form
- Truss Design, Stamped by Maine Professional Engineer, *submitted at Framing Inspection, if applicable*
- Insulation Certification Form, Blown or Sprayed Insulation, *submitted after Building Permit Approval but prior to issuance of COO*
- **Plans & Specifications:** All plans & specifications shall be stamped with the seal of an appropriately licensed design professional in accordance with Maine Revised Statutes Title 32 Chapters 3-A (Architects) & 19 (Engineers)
  - Construction Documents shall include, as applicable to the project, but not be limited to the following:
    - Site Plan(s) (Civil, Landscape)
    - Structural

- Architectural
  - Fire Protection
  - Mechanical (Heating, Ventilation, Air Conditioning, Plumbing)
  - Electrical
- **Fire Marshal's Office Permit/Approval:** The Town of Hampden requires either a Construction Permit or a Letter of Approval from the State of Maine Fire Marshal's Office for all projects that involve a change in occupancy that falls under the FMOs jurisdiction, alteration of fire protection systems, installation of fire protection systems, or at the discretion of the Code Enforcement Officer or Building/Fire Inspector. (FMO Plans Review: 626-3880)
- **Electrical Permit:** Permits for electrical installations shall be obtained from the State of Maine Electrician's Examining Board.

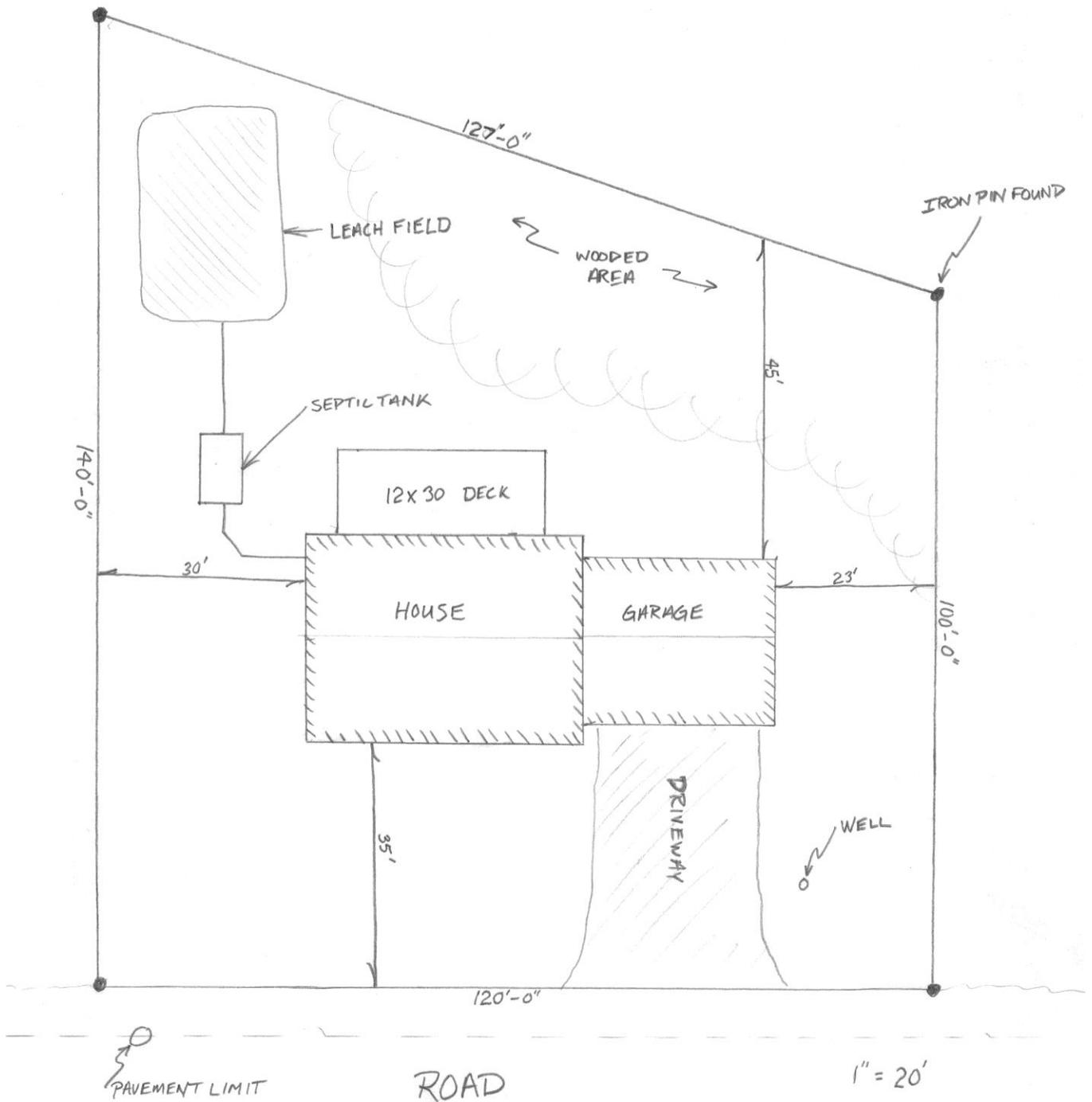
**Addition to Existing Building Plan Requirements**

- Minimum page size 11" X 17", minimum scale of 1/8 inch = 1 square foot; all dimensions must be shown
- Building height must be provided by listing the information on the plans
- Lot coverage must be provided by listing the information on the plans
- Floor plans of all levels with all rooms labeled
- Size, spacing and length of all posts, joists, and beams shown on a framing plan ("bird's eye view")
- Name, address and occupation of the building designer and project address
- All plans must adhere to, *as applicable to the project:*
  - Architectural Drawings
    - Name and address of project
    - Name, address and occupation of the author of the construction documents.
    - Scaled and dimensioned floor plans with all room names labeled; doors and windows shown; and special features clearly noted.
    - Exterior elevations, showing all openings.
    - All door and window sizes noted either on elevations, plans or door and window schedules referenced to plans. Indicate sleeping room and basement egress.

- Complete sections and details for foundations, floors, walls and roofs, with components of assemblies completely noted, properly cross-referenced, with floor-to-floor heights dimensioned.
  - Indicate compliance with braced wall requirements, indicating the specific methods used and details of the method(s) in the construction documents. (See below for additional information)
  - Indicate compliance with Energy Code. Show insulation values plus mechanical drawings as required below.
  - Indicate stair dimensions, tread and riser dimensions, handrail and guardrail information.
  - For additions and renovations, make clear the distinction between existing construction, alterations to existing, and new work.
  - For two-family residences, duplexes and townhouses, indicate rated walls, provide a copy of the testing agency design detail(s) on the drawings, and show compliance with other required dwelling unit separation provisions.
  - For townhouses, sprinkler system plan. Additions to existing townhouses do not require the installation of an sprinkler system.
- Wall-bracing plan review
    - The IRC wall-bracing method must be noted on the submitted plans, with areas of braced walls shown on elevations and interior braced wall length shown on floor plans. The areas of braced wall must be clearly and obviously shown and noted, by darker shading or some other standard black and white graphic method. Connections, details and nailing schedule must be shown on plans. Details showing continuous load path and uplift resistance must be shown (i.e. wall sheathing lapped over rim joists or metal strap connections of walls to floor system, etc).
    - Construction drawings must include design details of portal frame, standard manufactured shear panels or other pre-engineered approved methods, if used.
    - Structural calculations bearing the dated signature and seal of a design professional registered in the State of Maine are acceptable as an alternative to prescriptive design.
  - Structural Information
    - Note uniform design loads and any special loading.

- Scaled and dimensioned foundation plans. Show ventilation and access openings as required.
- Scaled and dimensioned floor and roof framing plans. Indicate all beam sizes, headers, ledgers, posts and columns. Note species and grade of lumber, or manufactured structural members performance grade.
- Sections and details properly referenced to plans.
- Reinforcing steel, if used, for slabs, retaining walls, grade beams, foundations and foundation walls.
- For additions and renovations, detail the existing structure and footings that provide bearing for new work.
- Structural calculations, signed and sealed by a structural design professional, licensed in the State of Maine, for those structural elements that exceed the tabular values set forth in the code, and for retaining walls with a difference in grade of greater than two feet.
- General notes and construction notes.

# SAMPLE Plot Plan



**THIS SKETCH IS FOR REPRESENTATIONAL PURPOSES ONLY. Refer to Town of Hampden Zoning Ordinance for setback requirements, etc. Surveys or mortgage sketches may also be used.**

**We highly recommend the use of a Professional Land Surveyor for siting the location of your Principal Use Structure**