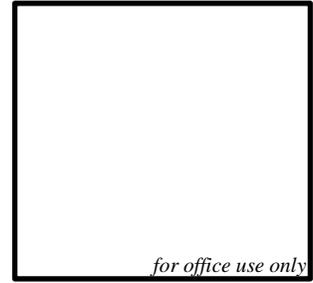


# TOWN OF HAMPDEN

## Code Enforcement Office Building Permit Application Deck / Patio



for office use only

Maine Uniform Building and Energy Code is enforced by Town of Hampden per 10 M.R.S. §9724

**Applicant Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Preferred Contact Method:**  Phone  Email

**Applicant same as property owner?**  YES  NO

**Owner Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Preferred Contact Method:**  Phone  Email

**Contractor same as applicant?**  YES  NO **Contractor same as owner?**  YES  NO

**Contactor Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Preferred Contact Method:**  Phone  Email

**Who should Code Enforcement Call with questions regarding this application?**

Applicant  Owner  Contractor

**Street Number (Not Lot #):** \_\_\_\_\_ **Street Name:** \_\_\_\_\_

**Tax Map:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ - \_\_\_\_\_ **Zoning District(S):** \_\_\_\_\_ **Road Frontage:** \_\_\_\_\_ ft

**Expected Total Construction Cost:** \$ \_\_\_\_\_

**WILL YOUR PROJECT RESULT IN MORE THAN ONE ACRE OF DISTURBED LAND AREA?**  YES  NO.

**If yes, you are required to obtain a Construction General Permit or Stormwater Permit by Rule from the Maine Department of Environmental Protection.**

**Will the project result in a change in land use? (ie. Single-family to two-family)**  YES  NO

**if yes, the project may require planning board approval**

**Proposed Structure Setbacks: (Actual proposed Setbacks not Zone Minimum)**

**Front (street) Lot Line:** \_\_\_\_\_ ft. **Side Lot Line (closest):** \_\_\_\_\_ ft. **Rear Lot Line:** \_\_\_\_\_ ft.

**We highly recommend the use of a Professional Land Surveyor for siting the building location**

**Square Footage:**

**Current** Basement: \_\_\_\_\_ ft.<sup>2</sup> 1<sup>st</sup> Floor: \_\_\_\_\_ ft.<sup>2</sup> 2<sup>nd</sup> Floor: \_\_\_\_\_ ft.<sup>2</sup> Garage: \_\_\_\_\_ ft.<sup>2</sup>

Decks: \_\_\_\_\_ ft.<sup>2</sup> Other- \_\_\_\_\_: \_\_\_\_\_ ft.<sup>2</sup> Total Square Footage: \_\_\_\_\_ ft.<sup>2</sup>

**Proposed** Decks: \_\_\_\_\_ ft.<sup>2</sup> Other- \_\_\_\_\_: \_\_\_\_\_ ft.<sup>2</sup> Total Square Footage: \_\_\_\_\_ ft.<sup>2</sup>

**Structure Height:** Current: \_\_\_\_\_ ft. Proposed: \_\_\_\_\_ ft. # Stories: \_\_\_\_\_

**Type of Water Supply:**  Private  Public

**Type of Sewage Disposal:**  Septic System  Public Sewer

## PROJECT DESCRIPTION

**Describe your proposed construction, in detail:** For example, you might describe construction of a dormer, addition of a sunroom or addition of an attached garage or attached deck.

**Plans MUST be submitted per the Residential Permit Submission Requirements**

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### FOUNDATION

**Foundation Material:**  Concrete  Masonry  Other: \_\_\_\_\_

**Foundation Type:**  ASCE 32 compliant  Piers  Screw-Auger Piles  Other: \_\_\_\_\_

**Footing Size:** Width: \_\_\_\_\_ in. Thickness/Depth: \_\_\_\_\_ in.

**Foundation Walls:** Thickness: \_\_\_\_\_ in. Height: \_\_\_\_\_ ft. **Unbalanced Backfill Height:** \_\_\_\_\_ ft.

**Reinforcement:** Horizontal per IRC Table *R404.1.2(1)* Vertical: Bar size: \_\_\_\_\_ On-center Spacing of Bars: \_\_\_\_\_ in.

**Slab/Floor:** Thickness: \_\_\_\_\_ in. **Deck attached to structure:**  Yes  No

**Concrete Strength:** Please Refer to Table *R402.2* for Minimum Specified Compressive Strengths

**Foundation Drainage** (IRC Section *R405*): \_\_\_\_\_

### COMPLETE THE FOLLOWING AS APPLICABLE TO YOUR PROJECT

#### STRUCTURAL FRAMING

Lumber (*Graded, dressed and stamped*)  Steel  Other: \_\_\_\_\_

**Manufacturer documentation, P.E. stamped, for any engineered/prefabricated wood products such as LVL carrying beams, floor trusses and/or wood I beam style floor joists/roof rafters being used, must be provided.**

FLOOR FRAMING <sup>2</sup>	Nominal Size: (3-2x8, 3-2x12, LVLs, etc.)	Spacing: (12", 16", 24" - On Center)	Span: (Distance between supports or columns)	Species: (Spruce, Pine, Fir, etc.)	Grade: (SS, #1, #2, #3)
Girder/Carrying Beam for 1 <sup>st</sup> floor					
Girder/Carrying Beam – 2 <sup>nd</sup> floor					
Floor Joists 1 <sup>st</sup> floor					
Floor Joists 2 <sup>nd</sup> floor					

**APPLICANT CERTIFICATION**  
**Building Permit Application**  
**Deck / Patio**

I hereby certify that I am the owner of record/contract owner of the subject property/building or duly authorized agent of said person. (A letter must be submitted with the application to the Code Enforcement Office from the owner of record/contract owner authorizing this application or the owner of record/contract owner must sign below). I hereby certify that the information set forth herein is correct to the best of my knowledge and belief. Further, to the best of my knowledge all work completed by me, or my agents, will be completed in accordance with the applicable ordinances of the Town of Hampden and in compliance with the Maine Uniform Building and Energy Code (MUBEC). I understand that my permit application will be reviewed within 14 business days of a complete application being received by the Code Enforcement Office.

**I also hereby attest that the provided drawing and dimensions are correct to the best of my knowledge.**

**BUILDING PERMITS EXPIRE IF THE WORK OR CHANGE IS NOT COMMENCED WITHIN TWELVE (12) MONTHS OF THE DATE ON WHICH THE PERMIT IS GRANTED, OR IF THE WORK OR CHANGE IS NOT SUBSTANTIALLY COMPLETED WITHIN TWO (2) YEARS OF THE DATE ON WHICH THE PERMIT IS GRANTED.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Owner of Record/Contract Owner \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Permit Fee:** \$25.00 plus \$0.25 per square foot of total building area added to the structure if attached, \$0.15 if detached  
**\*Double Fee will be charge if construction is started prior to being issued a permit.\***

*for office use only*

**Building Permit Application Fee**

Total Square Footage: \_\_\_\_\_ **PERMIT #** \_\_\_\_\_  
x \$0.25 or \$0.15  
+ \$25.00

Building Permit Fee \$ \_\_\_\_\_

Double Fee Charged, Authorized by: \_\_\_\_\_

**Zoning Review**

**Zoning Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Building Review**

**Building Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fire Review**

**Fire Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **TOWN OF HAMPDEN** **CODE ENFORCEMENT OFFICE**

## **Residential Permit Submission Requirements**

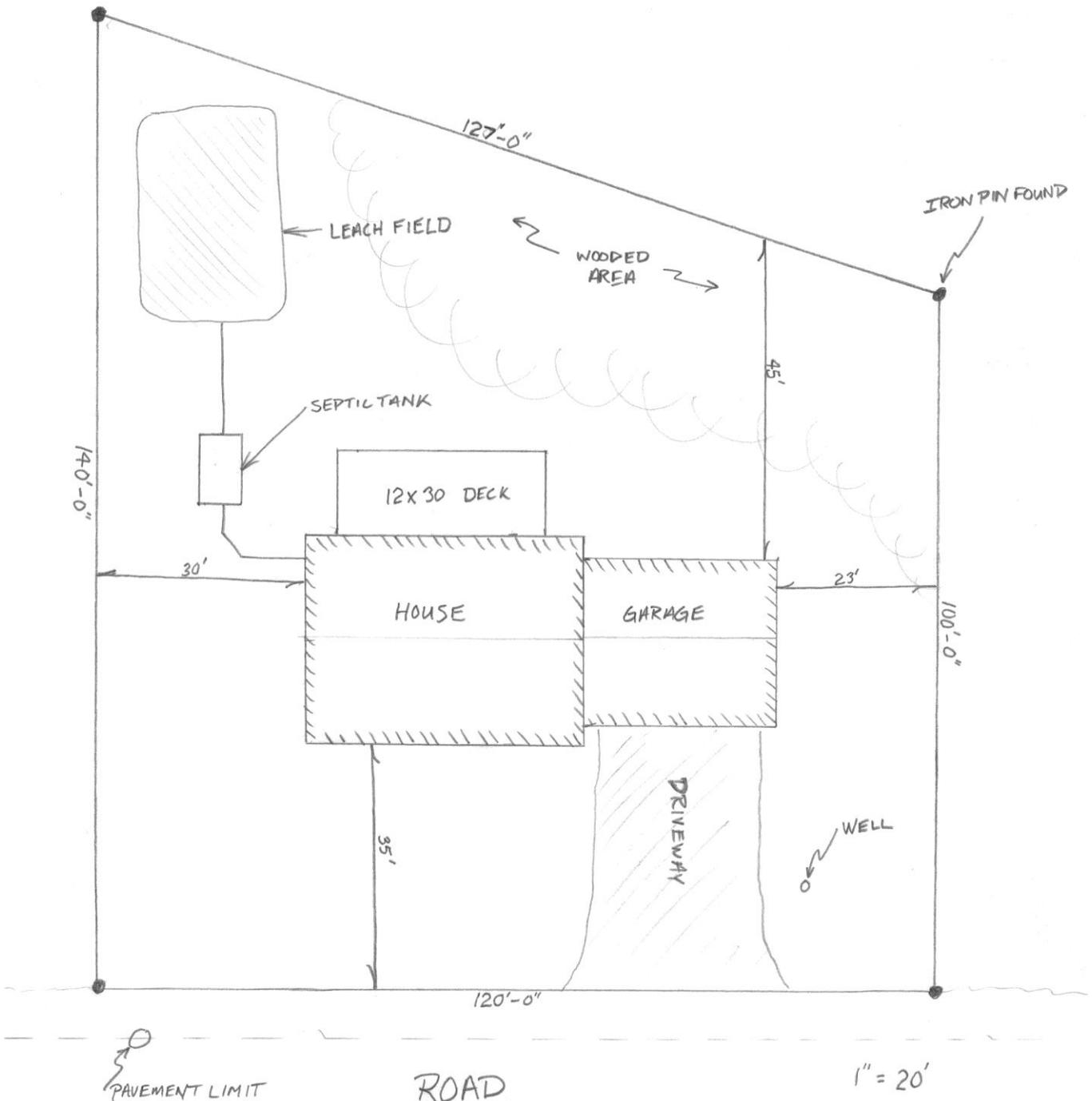
### **Decks / Patios**

- Building Permit Application, signed by the Applicant and/or 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.
- Copy of the building plans (see Plan Requirements below)
- Plot Plan
- Owner Signed Inspection Acknowledgement Form

### **Addition to Existing Building Plan Requirements**

- Minimum page size 8.5" X 11", minimum scale of 1/8 inch = 1 square foot; all dimensions must be shown
- Building height must be provided (for 2nd story)
- Lot coverage must be provided by listing the information on the plot plan
- Size, spacing and length of all posts, joists, and beams shown on a framing plan ("bird's eye view")
- Name, address and credentials 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 plans with all special features clearly noted.
      - Exterior elevations.
      - Post details (materials, spacing, connection to FP and beam)
      - Ledger details (materials, attachment method, lateral-load device, flashing)
      - 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.
    - Structural Information
      - Note uniform design loads and any special loading.
      - Scaled and dimensioned foundation plans.
      - Scaled and dimensioned 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.
      - 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**

**TOWN OF HAMPDEN**  
**CODE ENFORCEMENT OFFICE**

**PLOT PLAN**

**IF YOUR PROJECT INVOLVES A LOT IN A SUBDIVISION PLEASE ASK FOR COPY OF PLAT PLAN**

Plan should be drawn to scale. Please be as detailed as possible. Include all existing structures, wells, septic areas, driveways, etc.

Also include setbacks of structures from each other and property lines.

**Front (Street Right-of Way) Lot Line**

# **TOWN OF HAMPDEN** **CODE ENFORCEMENT OFFICE**

## **Required Building Inspections and Acknowledgement**

**These are possible inspection requirements. Depending on the simplicity or complexity of the project more or less inspections may be required. The Building Official is the authority on required MUBEC inspection and the Fire Inspector is the authority on required Fire Inspections.**

### **Foundation:**

1. Pre-pour footing inspection: Forms in place prior to pouring of concrete
2. Pre-pour wall inspection: Rebar in place both horizontal and vertical if needed
3. Pre-pour slab-on-ground inspection

### **Framing:**

1. Framing: When all framing is done, prior to decking installation. This inspection includes stairs.

### **Final:**

6. Final Inspection: When ALL work on the project is complete and the site has been permanently stabilized. The project should be "move-in" ready. This inspection must be done prior to occupying the home per *Maine Uniform Building & Energy Code, Section R110 Certificate of Occupancy* and the *Town of Hampden Zoning Ordinance, Section 5.3.2. Certificate of Compliance*.

For questions pertaining to the Maine Uniform Building & Energy Code or Life Safety Code please contact the Building Official @ 207-862-8427.

For questions pertaining to the applicable Fire Code, Life Safety Code, and ADA please contact the Fire Inspector @ 207-862-4000.

**Building Permit Applicant Acknowledgement: I \_\_\_\_\_ acknowledge that if the required inspections are not called for by myself or the contractor and performed by a Municipal Building Inspector, to their satisfaction, a Certificate of Occupancy may not be issued upon completion of the project.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Note: Please allow at least 24 hours' notice prior to all required inspections.***