

**TOWN OF ANDOVER**  
**P.O. Box 219**  
**Andover, Maine 04216**

**APPLICATION FOR A BUILDING PERMIT**

Attached are forms and instructions necessary to procure a building permit in the Town of Andover. The application must be submitted by the applicant at a Planning Board Meeting. If you cannot attend a meeting you may submit the application to the Town Office along with your check or money order for the permit fee and the permit will be mailed to you once it is approved. The Planning Board meets the first and third Monday of every month at 7:00 pm at the Town Hall. **Please call the board chairperson to be added to the agenda if you will be attending the meeting.** Incomplete applications or persons not added to the agenda may not be considered if time is an issue.

**Building Permits** are required for (a) any building residential and/or seasonal, (b) any addition to existing buildings, (c) garages, (d) decks or porches greater than 32 square feet, (e) any out-building/shed greater than 48 square feet, (f) storage trailers, or (g) any manufactured/mobile home.

**Driveway Permits** are required for any access to one's property from a town or state road.

**Plumbing Permits** are required for (1) any new plumbing installation, (2) any remodel plumbing installation, (3) new manufactured home plumbing and sewer hook-up, (4) any used manufactured home plumbing and sewer hook-up.

**Building Permits are not required** if you are doing general maintenance to an existing structure provided you are not adding any square footage. Eg. you may replace an existing deck of the same size as the one removed. If you are expanding the deck you will need a building permit.

**Should any permit request be denied**, you will receive a written notice from the Planning Board with an explanation for the denial. At that point, you may make a written notice of Appeal to the Appeals Board within 45 (forty-five) days from the date of denial.

Any questions can be directed to any of the Planning Board Members.

Sidney Pew, Chair (207-890-6007)

Calvin Kneeland

Margaret Madigan

Alternates: Lynda Airhart

Mike Laska

**Instructions for Completing Building Permit Application**

**Fee:** For structures, additions and mobile homes, calculate the number of square feet (length X width) of living space plus any porches or decks, storage space, etc. Multiply total square footage by \$0.10. Minimum fee is \$10. Permits will not be issued prior to payment of established permit fees.

**Type of Permit:** Check all that apply. Timber harvesting only if in the shoreland zone. (You may need a State Permit)

**General Description of Project:** Please give information such as size, use, type, materials, number of bedrooms (pole barn, house with full basement, mobile home on slab, etc.)

**General Location of Property:** If you do not have a street number and/or address, please contact the Town Office and an address will be assigned to you. (Town Office phone number is (207-392-3302))

**New Entrance onto a Public Way:** If this construction or land use involves a new entrance onto a State road, you must get a State Permit. If a town road is involved, you must get approval and a permit from the Code Enforcement Officer. Please provide a copy of either permit to the Planning Board.

**Shoreland Zone:** As shown on the Town's Shoreland Zone Map located in the Town Office. In general, within 75 feet of streams, 250 feet of the Ellis River and its adjacent wetlands, 250 feet of Horseshoe Pond and certain other wetlands.

**Flood Plain:** as shown on the U.S. Government Flood Plain Maps.

**Tree Growth:** If property is in Tree Growth, a permit will not be granted until the areas of construction are removed from Tree Growth. Please contact the Tax Assessor's Office if you are not sure whether or not the area of construction is in Tree Growth. If it is in Tree Growth, contact the assessor to remove it.

**Town Map and Lot Numbers:** These numbers are located on your tax bill, or can be found on the town maps at the Town Office. If this has been divided from another lot, please note so and give the original lot number.

**Deed Information:** Date and recording information (this may be omitted if you were taxed on this land last year). Must show proof of ownership.

**Plumbing Permit Requirements:** A plumbing permit is required for all plumbing to be done. A septic design plan and plumbing permit must be submitted with this application before a building permit can be issued. Please contact the Town Office for a plumbing permit once you have received the septic design plan. State Law Title 12 Chapter 423-A 4807 states a lot size of 20,000 square feet is required for any single family residential unit for disposal of waste.

**Occupancy Permit:** No newly constructed, placed, relocated or expansion of any existing building intended for human habitation shall be occupied until an Occupancy Permit has been issued by the Code Enforcement Officer in accordance with the Town of Andover Occupancy Ordinance.

**Building Permit Requirements:** Permits issued under this ordinance shall be valid for a period of one year commencing on the date of issuance. Projects which have commenced and where construction is over 10 percent complete under the terms of the issued permit at the end of this one year period shall be allowed to continue to completion without application for a new permit. Where work is under 10 percent complete or has not commenced prior to the expiration of the one year period the applicant(s) must reapply for a permit before work and continue or begin.

**Town of Andover, Maine**  
**Application for a Building Permit**

Applicant's Name: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Applicant's Legal Address:

\_\_\_\_\_

\_\_\_\_\_

Applicant's Mailing Address (if different):

\_\_\_\_\_

\_\_\_\_\_

Phone number where you can be reached:

Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Type of Permit Requested (check all that apply):

(a) Storage of trailers \_\_\_\_\_ How many: \_\_\_\_\_

(b) Residential building \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_

(c) Timber harvest \_\_\_\_\_

(d) Commercial \_\_\_\_\_

(e) Seasonal (camp) \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_

(f) Mobile/ manufactured home \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_

(g) Addition to existing structure \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_

(h) Garage /Barn/ Shed/ (please specify) \_\_\_\_\_

(i) Driveway permit \_\_\_\_\_

(j) Plumbing permit \_\_\_\_\_

(k) Occupancy permit \_\_\_\_\_

(l) Other (please specify) \_\_\_\_\_

General description of project:

\_\_\_\_\_

\_\_\_\_\_

Estimated cost of project: \_\_\_\_\_

Describe general location of property or give the house # and street address of proposed structure:

\_\_\_\_\_

Will this construction involve a new entrance onto a public way? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this property located in the Shoreland Zone? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this property located in a Flood Plain? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this property currently in Tree Growth? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, have you removed it from Tree Growth? Yes \_\_\_\_\_ No \_\_\_\_\_

Town Map #: \_\_\_\_\_ Lot #: \_\_\_\_\_ **(must be filled in)**

Name on Deed: \_\_\_\_\_

Date of Deed: \_\_\_\_\_

Recorded Book #: \_\_\_\_\_ Page #: \_\_\_\_\_

**Signing this application authorizes any and all inspections necessary to insure compliance with State regulations and Town ordinances. Any false information may invalidate a building permit and stop all work.**

Signature of Applicant: \_\_\_\_\_

Signature of Landowner if different from applicant: \_\_\_\_\_

**SITE PLAN -- (Must be completed)**

Please sketch a site plan and include the following: property lines and names of abutting owners. Distance of proposed structure from: (a) wells, (b) septic systems, (c) property lines, (d) roads, (e) other structures, (f) any waterway (brooks, streams, etc.), (g) any other pertinent information. (Include also, the distance from your well to your septic and the distance from your septic to the abutting landowner's well.) ALL STRUCTURES MUST BE A MINIMUM OF 15 FEET FROM YOUR PROPERTY LINE.