

Town of Scarborough
Information Required for Application for Building Permit

Before a building permit can be processed, the following information must be submitted:

- _____ 1. A completed application including street address, telephone number, approximate cost of construction and signature.
- _____ 2. A complete plan of the property showing boundaries, all existing and proposed structures.
 - _____ a. A current Class A standard boundary survey.
 - _____ b. A current Class D mortgage inspection plan.
- _____ 3. a. An approved application for public sewer connection from the Scarborough Sanitary District, 415 Black Point Road, 883-4663.
3. b. If not located on public sewer, **one original and two copies** of a recent soils test and design by a licensed soils evaluator from Scarborough's approved list.
- _____ 4. If located in or near a wetland or Shoreland Zoning, which is 250 feet from the high water mark or mean high tide, upland edge of a wetland or in a sand dune area.
 - a. The application must have DEP approval, 312 Canco Road, Portland, ME, 822-6300.
 - 1. Sand dunes.
 - 2. Natural Resources Protection Act.
 - 3. Site Location of Development.
 - b. The application may need Army Corps of Engineers' review and permitting, 623-8124.
 - 1. Filling, developing wetlands.
- _____ 5. If located in a flood hazard zone, see IRM maps.
 - a. Elevation Certificate.
 - b. Flood Plain Management permit.
 - c. DEP review and approval.
- _____ 6. All buildings except one and two family dwellings must have plans approved by the Fire Marshall's office in Augusta, 287-3473.
 - a. Life Safety 101 review.
 - b. Barrier-free access.
 - c. Sprinkler/suppression systems.
- _____ 7. All buildings except one and two family dwellings must have plans reviewed and approved by the Scarborough Fire Department, 247 Route One, 883-4542.
 - a. Life Safety 101 review.
 - b. Scarborough Sprinkler Ordinance.
 - c. Fire alarm and/or supervision.
 - d. Hydrant coordination – public or private service contract required.
 - e. Fire lanes.
- _____ 8. Scarborough Public Works building permit coordination form, 20 Washington Avenue, 883-5159.
 - a. Coordination form for culverts and garage elevation versus street elevation.
 - b. Weight restriction regulations (posted roads).
 - c. Street openings.
 - d. Foundation drain coordination.
- _____ 9. Foundation drain – backflow or check valve requirement.
- _____ 10. Assistant Town Planner/Engineer's coordination, 730-4040.
 - a. Subdivision approval.
 - 1. Bonding.
 - 2. Sewer development fees.
 - 3. Traffic impact fees.
 - 4. Open space contribution (recreation fees)
 - b. Site plan approval.
 - 1. Bonding.
 - 2. Sewer development fees.
 - 3. Traffic impact fees.
- _____ 11. Building plans.
 - a. Floor plan.
 - 1. Bedrooms must have one egress window or two means of approved exiting. Applicant must provide a note on plans, **make, model and size of egress windows.**
 - 2. Furnace will need to be enclosed with one hour rated walls and door if in a garage.
 - 3. Show all stairs and decks.
 - b. Front elevation.
 - c. Cross-section showing heights.