



TOWN OF CAPE ELIZABETH

Code Enforcement Office  
P.O. Box 6260  
320 Ocean House Road  
Cape Elizabeth, Maine 04107-0060

Phone: 207-799-1619  
Email:  
Benjamin.mcdougal@capeelizabeth.org

**BUILDING PERMIT APPLICATION #** \_\_\_\_\_

**MAP** \_\_\_\_\_ **LOT** \_\_\_\_\_ **LOT SIZE** \_\_\_\_\_

**LOCATION** \_\_\_\_\_

**OWNER** \_\_\_\_\_

**OWNER ADDRESS** \_\_\_\_\_

**TELEPHONE HOME** \_\_\_\_\_ **WORK** \_\_\_\_\_ **CELL** \_\_\_\_\_

**APPLICANT** \_\_\_\_\_

**APPLICANT ADDRESS** \_\_\_\_\_

**TELEPHONE WORK** \_\_\_\_\_ **CELL** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**CONTRACTOR** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TELEPHONE WORK** \_\_\_\_\_ **CELL** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**APPLICATION TYPE:**

\_\_\_\_ NEW SINGLE FAMILY DWELLING    \_\_\_\_ NEW CONDO / APARTMENT

\_\_\_\_ MULTI FAMILY DWELLING    \_\_\_\_ ADDITION

\_\_\_\_ RELOCATION    \_\_\_\_ NEW ACCESSORY STRUCTURE    \_\_\_\_ REMODEL

\_\_\_\_ REPAIR    \_\_\_\_ REPLACEMENT    \_\_\_\_ POOL    \_\_\_\_ OTHER (PLEASE DESCRIBE)

WILL THE PROJECT DISTURB ONE ACRE OR MORE OF LAND AREA?    \_\_\_\_ YES    \_\_\_\_ NO

**FAIR MARKET VALUE OF CONSTRUCTION COSTS \$** \_\_\_\_\_

**PERMIT FEE \$** \_\_\_\_\_ **PAID: CASH** \_\_\_\_\_ **CHECK #** \_\_\_\_\_

**Minimum fee up to \$2500.00 = \$25.00**

**Over \$2500.00 = 1% of construction costs (\$10.00 per thousand)**

**PROJECT DESCRIPTION:**

MAP \_\_\_\_ LOT \_\_\_\_

BRIEFLY EXPLAIN SCOPE OF WORK TO BE DONE:

DIMENSIONS OF PROPOSED STRUCTURE \_\_\_\_\_

PROPOSED FOUNDATION TYPE:

\_\_\_\_ FULL 10' \_\_\_\_ FULL 8' \_\_\_\_ 4' FROST WALL \_\_\_\_ PIER \_\_\_\_ SLAB

**SETBACKS**

PROPOSED STRUCTURES

FRONT \_\_\_\_\_ / \_\_\_\_\_ SIDES \_\_\_\_\_ / \_\_\_\_\_ REAR \_\_\_\_\_

**BUILDING HEIGHT**

THE VERTICAL DISTANCE FROM THE AVERAGE ORIGINAL GRADE TO THE TOP OF THE HIGHEST ROOF BEAMS OF A FLAT ROOF, OR TO THE MEAN LEVEL OF THE HIGHEST GABLE OR SLOPE OF GABLE OR HIP ROOF. (MAX 35' ALLOWED)

EXISTING STRUCTURES \_\_\_\_\_ PROPOSED STRUCTURES \_\_\_\_\_

**FOR STRUCTURES TO BE OCCUPIED OR FOR AN INCREASE IN THE # OF BEDROOMS:**

SERVICED BY: \_\_\_\_\_ PRIVATE SEPTIC SYSTEM \_\_\_\_\_ PUBLIC SEWER

# OF EXISTING BEDROOMS \_\_\_\_\_ # OF ADDITIONAL BEDROOMS \_\_\_\_\_

NO BUILDING HEREAFTER ERECTED SHALL BE OCCUPIED OR USED, IN WHOLE OR IN PART, UNTIL A CERTIFICATE OF OCCUPANCY SHALL HAVE BEEN ISSUED BY THE CODE ENFORCEMENT OFFICER

APPROVED PLANS MUST BE RETAINED ON JOB ALONG WITH PERMIT UNTIL FINAL INSPECTION HAS BEEN MADE.

MINIMUM OF THREE INSPECTIONS REQUIRED FOR ALL CONSTRUCTION WORK. PLEASE SCHEDULE INSPECTIONS WITH THE CEO SECRETARY. 1. FOUNDATIONS (FOOTINGS, WALLS, DRAINAGE, WATER PLUG) 2. FRAMING (PRIOR TO COVERING STRUCTURAL MEMBERS) 3. FINAL INSPECTION BEFORE OCCUPANCY.

WHERE APPLICABLE, SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, AND MECHANICAL INSTALLATIONS.

THIS PERMIT APPLICATION DOES NOT PRECLUDE THE APPLICANT(S) FROM MEETING APPLICABLE STATE AND FEDERAL RULES.

THIS PERMIT WILL BECOME NULL AND VOID IF CONSTRUCTION IS NOT STARTED WITHIN SIX MONTHS OF PERMIT ISSUE DATE.

BY TYPING MY NAME BELOW I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OF THE NAMED PROPERTY, OR THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS THEIR AGENT. I AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THIS JURISDICTION. IN ADDITION, IF THIS PERMIT IS ISSUED, I CERTIFY THAT THE CODE OFFICIAL OR HIS REPRESENTATIVE SHALL HAVE THE AUTHORITY TO ENTER ALL AREAS COVERED BY SUCH PERMIT AT ANY REASONABLE HOUR FOR THE PURPOSES OF INSPECTING SAID WORK.

PRINTED NAME \_\_\_\_\_ OWNER / AUTHORIZED AGENT

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

OWNER / AUTHORIZED AGENT

**TOWN OF CAPE ELIZABETH  
SEC.19-3-3 BUILDING PERMITS**

**C. APPLICATIONS FOR PERMITS MUST BE ACCOMPANIED BY THE FOLLOWING:**

A site plan drawn to an indicated scale and showing the location and dimensions of all buildings to be erected, the sewage disposal system, driveways and turnarounds, and abutting lot and street lines. The site plan shall accurately represent the relationship between any proposed building or structure or addition to an existing building and all property lines to demonstrate compliance with setback requirements of the Ordinance. If there is any doubt as to the location of a property line on the ground or if the Code Enforcement Officer cannot confirm that all setback requirements are met from the information provided, the Code Enforcement Officer may require the applicant to provide a boundary survey or mortgage inspection plan.

**SITE PLAN**

A large, empty rectangular box with a thin black border, occupying the lower half of the page. It is intended for the applicant to draw and submit their site plan, showing building locations, dimensions, setbacks, and property lines as described in the text above.