

# CITY OF HALLOWELL

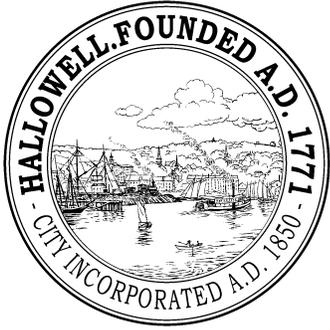
Code Enforcement Office  
1 Winthrop Street  
Hallowell, ME 04347

## NOTE REGARDING SETBACK LINES

It is your responsibility to ensure that the structures you build pursuant to this building permit comply with all dimensional requirements of the 1997 Revised Code of Ordinances, City of Hallowell. You are especially urged to pay particular attention to setback requirements, because they are easily susceptible to error. It is not the City's responsibility to locate any setback line for your benefit, either before, during or after construction.

Frequently a type of survey (called a mortgage inspection plan) is done on the property on which your structure(s) sit. That survey could occur during construction or early after construction is completed. It could occur later, or even much later. Such a survey is done for the benefit of a lender which may be considering lending money to you or to a purchaser of your property. If that survey reveals a possible encroachment of the structures over a setback line, you may have to resolve the problem illustrated by the survey, plus incur delay or loss in connection with your loan or sale transaction. That survey may also result in enforcement proceedings from the City for violation of the setback line, which can result in substantial fines and/or orders requiring you or your successors to move or change the structures to make them comply with the setback line.

It is, therefore, clearly in your best interest to make absolutely certain when you build, that your construction complies with all setback line requirements.



# CITY OF HALLOWELL

## **IMPORTANT**

### **PERMIT INFORMATION**

Applicants for Building, CEO and Plumbing Permits are reminded that no permit can be issued until the application is complete. **IT IS THE RESPONSIBILITY OF THE APPLICANT TO COMPLETE THE APPLICATION.** Remember that the CEO has 30 days to issue a permit if the application is complete. **DO NOT EXPECT DAY PERMITS.** It is the applicant/owner's responsibility to plan wisely and apply for permits in advance.

#### **BUILDING/CEO PERMITS**

In most cases these permit applications will require site sketches showing the existing and proposed features of the property. Additionally, the sketch will need to show the existing and proposed setbacks to any structure that will be built or be an addition to an existing structure.

#### **PLUMBING AND SSWD (SEPTIC) PERMITS**

In the case of plumbing permits, the applicant is the person who is actually doing the work (such as a master plumber). The applicant is also the person who signs the application. **REMEMBER, NO BUILDING PERMIT CAN BE ISSUED WHERE A PLUMBING AND/OR SSWD PERMIT IS REQUIRED, UNTIL THE PLUMBING AND/OR SSWD PERMIT HAS BEEN ISSUED.** Keep in mind that all plumbing and septic system work must be inspected prior to being covered. Requests for inspections **MUST BE GIVEN AT LEAST 24 HOURS IN ADVANCE.** It is the responsibility of the installer to provide the required equipment for inspection. Additionally, the installer must be at the site at the time of the requested inspection.

#### **OTHER PERMITS**

In many cases certain activities require permits from the Planning Board prior to the issuance of building permits by the CEO. It is important that an applicant be aware of these requirements. Additionally, activities in the Shoreland areas and Floodplain areas are subject to specific state mandated requirements that can have substantial impacts on a proposed project.

**WHEN CONSIDERING LAND USE ACTIVITIES IT IS WISE TO CONTACT THE CODE ENFORCEMENT OFFICER IN ADVANCE TO OBTAIN INFORMATION REGARDING THE REGULATORY INFLUENCES THAT WILL AFFECT THEM.**

**SECTION 9-182**    **BUILDING PERMITS**

1.    Building Permit required. No person shall erect, locate, construct, enlarge, alter, remove, demolish, convert or change the nature of the occupancy, or cause the same to be done, of any building or structure, costing or valued more than \$1500, without first obtaining a separate building permit from the Code Enforcement Officer for each building or structure: except that no Building Permit shall be required for the performance of repairs which are not structural in nature.
  
2.    Application for Permit:
  - A.    The application for the Building Permit shall be in writing, shall be made to the Code Enforcement Officer in such form as he shall prescribe and shall include a description of the proposed work, together with appropriate plans or drawings drawn to scale. Plans or scale drawings may be omitted at the discretion of the Code Enforcement Officer, provided however, the application and all exhibits thereto shall provide sufficient information to permit the Code Enforcement Officer to make a decision under both this Ordinance and the Building Code. After issuance of the Permit, the applications shall be filed with the Board of Assessors.
  
  - B.    The completed application shall be filed with the Code Enforcement Officer not less than thirty (30) calendar days before the proposed start of construction, except on emergency at the discretion of the Code Enforcement Officer, but in no case may construction be scheduled to start, or in fact be started before the Permit is issued.
  
  - C.    For new and relocated buildings and structures and additions thereto, the application shall include a plot plan, drawn to a scale not smaller than 20 feet to the inch, showing property and street lines, location of other buildings where pertinent, finished grades, driveways, parking spaces, water and sewer connections, or water supply, septic tank and disposal fields, as applicable.
  
  - D.    Each application shall be accompanied by a statement from the Hallowell Water District approving the water and sewer connections. If the proposed construction is located outside the Hallowell Water District service area, the application shall include a statement from the Plumbing Inspector that the proposed sewage disposal system is in accordance with State law.
  
  - E.    All plans required under this Section shall bear the stamp or seal of a

registered architect in accordance with Title 32 M.R.S.A. § 220 or the stamp and seal of a registered engineer in accordance with Title 32 M.R.S.A. § 1355. Excluded from this requirement are the following:

- (1) Any building or enlargement or alteration intended for occupancy by the person making the drawings or any person, association or corporation regularly employing him;
  - (2) Any building or enlargement or alteration which is to be used for farm purposes; and
  - (3) Any single family residence of any size which is to be used by the applicant as his residence.
3. Prior approvals. Upon receipt of a completed application the Code Enforcement Officer shall review it to assure that the applicant and the proposed project will comply with all applicable provisions of this Code. The Code Enforcement Officer shall advise the applicant whether a variance, or other permits or approvals are required. If a variance is required it shall be obtained before any application is considered by the Planning Board under Subchapters V and VII. No building permit shall be issued unless:
- A. Any variance that may be required has been granted by the Board of Appeals and certificate thereof recorded in the Kennebec County Registry of Deeds.
  - B. Any approval that may be required by the Planning Board, including subdivision approval, conditional use permit, and historic district permit has been granted and evidenced in writing.
  - C. The applicant has complied with all applicable provisions of the Maine Uniform Building and Energy Code as adopted under Section 4-501.
  - D. The applicant has obtained and applicant has complied with all applicable provisions of State law relating to plumbing and sewage disposal.
4. Display of Permit. Every Building Permit shall be displayed in a conspicuous place on the premises, clearly visible from the principal traveled street and shall not be removed until the work covered by the permit has been approved.
5. Denial of permits. If the Code Enforcement Officer is compelled to deny the building permit application because it does not meet one or more requirements of this Ordinance, he may do so immediately upon application.

6. Expiration of permits. An issued Building Permit shall automatically expire if substantial construction does not begin within one year from the date of issue. If such construction has not occurred within one year, the permit may be renewed prior to the expiration date for an additional six months from the expiration date under like conditions without charge.

[Derivation: Ord. No. 12-03, Eff. 2/23/2012]

**SECTION 9-183**    FEES

A fee for each plan examination, building permit and inspection shall be paid in accordance with the following schedule, except that no fee shall be less than \$30.00:

- |    |   |         |
|----|---|---------|
| 1. | <u>Commercial Properties</u>                      |         |
|    | New 15 cents/sq. ft.                              |         |
|    | Renovation .....                                  | \$30.00 |
| 2. | <u>Residential Properties</u>                     |         |
|    | New 10 cents/sq. ft.                              |         |
|    | Renovation.....                                   | \$30.00 |
| 3. | <u>Minor Structures</u>                           |         |
|    | porches, decks, residential garages for 4 or less |         |
|    | vehicles, utility sheds less than 250 sq.ft.,     |         |
|    | small agricultural barns less than 500 sq.ft.,    |         |
|    | parking lots.....                                 | \$30.00 |

[Derivation: Section 8.2, 1989 Zoning Ordinance]

[Derivation: Ordinance No.: 03-05, Effective: April 17, 2003]

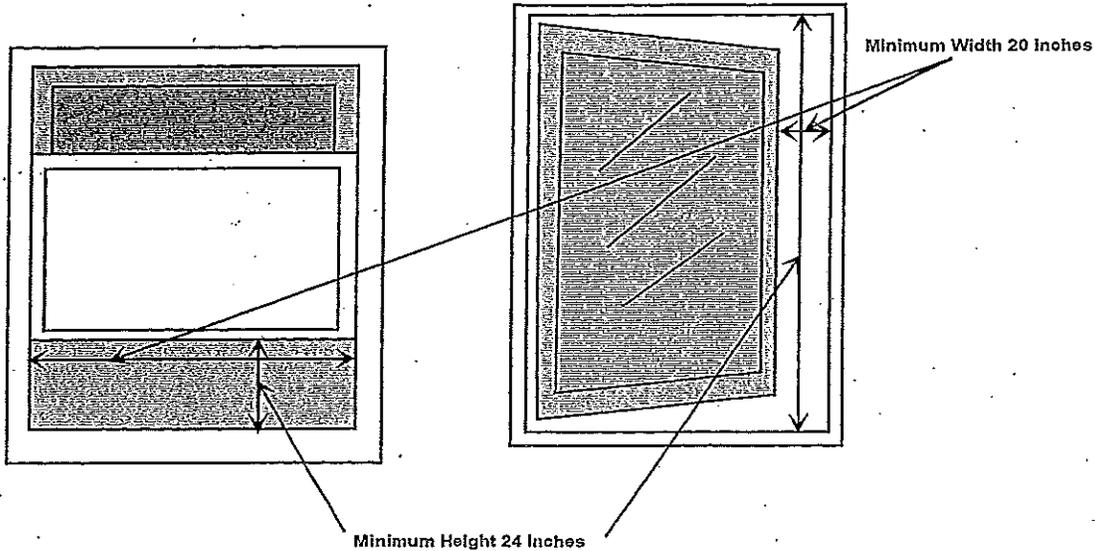


Department of Public Safety  
Licensing and Inspections Unit  
164 State House Station  
Augusta, Maine 04333-0164



To whom it may concern;

The Department of Public Safety does not recognize the act of removing the sashes of a double hung window to achieve the minimum of 5.7 square feet of clear opening. The method used by this department in measuring the clear opening of a window is illustrated below. This method uses the opening when the window is in its normal open position



To calculate the square footage of the opening multiply the width of the opening by the height of the opening and divide by 144.

**SAMPLE**

32" WIDE TIMES 26" TALL = 832 SQUARE INCHES. WHEN DIVIDED BY 144 THIS COMES OUT AT 5.777 SQUARE FEET.

height	width	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
24	3.33	3.50	3.67	3.83	4.00	4.17	4.33	4.50	4.67	4.83	5.00	5.17	5.33	5.50	5.67	5.83	6.00	6.17
25	3.47	3.65	3.82	3.99	4.17	4.34	4.51	4.69	4.86	5.03	5.21	5.38	5.56	5.73	5.90	6.08	6.25	6.43
26	3.61	3.79	3.97	4.15	4.33	4.51	4.69	4.88	5.06	5.24	5.42	5.60	5.78	5.96	6.14	6.32	6.50	6.68
27	3.75	3.94	4.13	4.31	4.50	4.69	4.88	5.06	5.25	5.44	5.63	5.81	6.00	6.19	6.38	6.58	6.75	6.94
28	3.89	4.08	4.28	4.47	4.67	4.86	5.06	5.25	5.44	5.64	5.83	6.03	6.22	6.42	6.61	6.81	7.00	7.20
29	4.03	4.23	4.43	4.63	4.83	5.03	5.24	5.44	5.64	5.84	6.04	6.24	6.44	6.65	6.85	7.05	7.25	7.45
30	4.17	4.38	4.58	4.79	5.00	5.21	5.42	5.63	5.83	6.04	6.25	6.46	6.67	6.88	7.08	7.29	7.50	7.70
31	4.31	4.52	4.74	4.95	5.17	5.38	5.60	5.81	6.03	6.24	6.46	6.67	6.89	7.10	7.32	7.53	7.75	7.96
32	4.44	4.67	4.89	5.11	5.33	5.56	5.78	6.00	6.22	6.44	6.67	6.89	7.11	7.33	7.56	7.78	8.00	8.22
33	4.58	4.81	5.04	5.27	5.50	5.73	5.96	6.19	6.42	6.65	6.88	7.10	7.33	7.56	7.79	8.02	8.25	8.47
34	4.58	4.81	5.04	5.27	5.50	5.73	5.96	6.19	6.42	6.65	6.88	7.10	7.32	7.56	7.79	8.03	8.26	8.50
35	4.72	4.98	5.19	5.43	5.67	5.90	6.14	6.38	6.61	6.85	7.08	7.32	7.56	7.80	8.02	8.26	8.51	8.75
36	5.00	5.25	5.50	5.75	6.00	6.25	6.50	6.75	7.00	7.25	7.50	7.75	8.00	8.25	8.50	8.75	9.00	9.25
37	5.14	5.40	5.65	5.91	6.17	6.42	6.68	6.94	7.19	7.45	7.71	7.97	8.22	8.48	8.74	8.99	9.25	9.50
38	5.28	5.54	5.81	6.07	6.33	6.60	6.86	7.13	7.39	7.65	7.92	8.18	8.44	8.71	8.97	9.24	9.50	9.75
39	5.42	5.69	5.95	6.23	6.50	6.77	7.04	7.31	7.58	7.85	8.13	8.40	8.67	8.94	9.21	9.48	9.75	10.00
40	5.56	5.83	6.11	6.39	6.67	6.94	7.22	7.50	7.78	8.06	8.33	8.61	8.89	9.17	9.44	9.72	10.00	10.25
41	5.69	5.98	6.26	6.55	6.83	7.12	7.40	7.69	7.97	8.26	8.54	8.83	9.11	9.40	9.68	9.97	10.25	10.50
42	5.83	6.13	6.42	6.71	7.00	7.29	7.58	7.88	8.17	8.46	8.75	9.04	9.33	9.63	9.92	10.21	10.50	10.75
43	5.97	6.27	6.57	6.87	7.17	7.47	7.76	8.06	8.36	8.66	8.96	9.26	9.56	9.85	10.15	10.45	10.75	11.00





**IV. IDENTIFICATION – To be completed by all applicants**

Name		Mailing address – number, street, city, state and ZIP code	Tel. No.
1. Owner or Lessee			
2. Contractor			
3. Architect or Engineer			
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction.			
Signature of applicant		Address	Application date
Telephone Number		email Address	

**DO NOT WRITE BELOW THIS LINE**

**V. PLAN REVIEW RECORD – For office use**

Plan Review Required	Check	Plan Review Fee	Date Plans Started	By	Date Plans Approved	By	Notes
BUILDING		\$					
PLUMBING		\$					
MECHANICAL		\$					
ELECTRICAL		\$					
OTHER _____		\$					

**VI. ADDITIONAL PERMITS REQUIRED OR OTHER JURISDICTION APPROVALS**

Permit or Approval	Check	Date Obtained	Number	By	Permit or Approval	Check	Date Obtained	Number	By
BOILER					PLUMBING				
CURB OR SIDEWALK CUT					ROOFING				
ELEVATOR					SEWER				
ELECTRICAL					SIGN OR BILLBOARD				
FURNACE					STREET GRADES				
GRADING					USE OF PUBLIC AREAS				
OIL BURNER					WRECKING				
OTHER _____					OTHER _____				

**VII. VALIDATION**

Building Permit number _____ Building Permit issued _____ Building Permit Fee \$ _____ Certificate of Occupancy \$ _____ Drain Tile \$ _____ Plan Review Fee \$ _____	Approved by: _____ _____ Title	<p style="text-align: center;"><u>FOR DEPARTMENT USE ONLY</u></p> Use Group _____ Fire Grading _____ Live Loading _____ Occupancy Load _____
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**VIII. ZONING INFORMATION**

DISTRICT

USE

FRONT YARD

SIDE YARD

SIDE YARD

REAR YARD

NOTES

**IX. SITE OR PLOT PLAN – *For Applicant Use***

