



TOWN OF HIRAM

Code Enforcement Office - 16 Nasons Way, Hiram, Maine 04041

Tayt Dame- Office: (207)625-4663 / Cell: (207)415-4834

E-mail: hiramceo@townofhram.org

www.townofhram.org

Assessor _____ CEO _____ Owner _____

MULTI-PURPOSE PERMIT APPLICATION #:

Date of Application:

Owner/Applicant Information

Name(s): _____

Phone Number: _____ Email: _____

Mailing Address: _____

Primary Contact (If different than property owner)

Name: _____

Phone Number: _____ Email: _____

Mailing Address: _____

PROPERTY INFORMATION

Site Address: _____ Map: _____ Lot: _____

Account #: _____ Lot Size: _____ Zone: _____ Shoreland: ☐ Yes ☐ No

Saco River Corridor Commission (if within 500 feet of Saco or Ossipee River): ☐ Yes ☐ No

PROJECT DETAILS

Type of Permit Requesting: ☐ Accessory Structure ☐ Addition ☐ Alteration/Repair
☐ Change of Use ☐ Commercial ☐ Demolition ☐ Mobile Home ☐ Move Structure(s)
☐ New Dwelling ☐ RV 30-120 Days ☐ RV > 120 Days ☐ RV SSWD System ☐ Solar Array
☐ Other: _____

General Description of Work: _____

If Shoreland Zone; site contractor erosion control certification # : _____

For Change of Use Only:

Current Use: _____

Proposed Use: _____

FOR DEMOLITION

Asbestos Containing Materials Present? ☐ Yes ☐ No Description of Material: _____

Removal/Abatement Required? ☐ Yes ☐ No (Maine Asbestos Building Demolition Notification Form D Required)

Plan for Disposal of Debris: _____

Erosion Control required (Shoreland zone)? ☐ Yes ☐ No (If yes, fill out Erosion Control Certification # above)

Approval/Denial

CEO FINAL SIGNATURE WHEN COMPLETE

Date:

REQUIRED PROJECT INFORMATION

A set of attached building plans, overhead site plan, and/or working drawings (drawn to scale) are ***required*** for all new construction (including additions and decks). Plans must be provided in sufficient clarity and detail to show the nature and character of the work to be performed.

The plans must include:

- Foundation/slab
- Floor plan (each floor being modified)
- Walls (front, back, and side as viewed from outside).
- Size, type, and layout of framing and construction materials to be installed (including roofing and siding materials)
- Pitch of roof lines
- Surrounding site grades.
- Overhead site plan

A detailed overhead site plan will include:

- The location of all existing structures, proposed structures, lot lines, septic tank and drainage field, well(s), setback distances from lot lines.
- Lot lines should include if applicable: right of ways, all wetland and water body boundaries including stream locations, 100-foot shoreland setback line, and flood elevations.

Please fill out the contractor information sheet. If work is performed by the property owner, please indicate such in each section. If any information changes, please either email the C.E.O. or drop off an edited contractor information page at the town office, with your permit information.

A copy of the recorded deed must be submitted with this application for a new structure being built on an unimproved lot.

By submitting this information, you take responsibility for measurements on the plan to be true and accurate.

INSPECTIONS ARE REQUIRED FOR THE FOLLOWING CONSTRUCTION WORK

- Footings and foundations (separate and prior to pouring concrete)
- Drainage/Radon piping, foundation coating (prior to backfilling)
- Framing (prior to covering structural members)
- Rough plumbing with pressure test of vent, drain, and supply lines as per Plumbing Code prior to covering.
- Subsurface Waste Disposal Systems in accordance with State of Maine Subsurface Wastewater Disposal Rules (bottom of bed, prior to covering, and final grade).
- Completed demolition.
- Final inspection prior to occupancy. This will include proper operation of all plumbing fixtures.
- To the greatest extent possible, please schedule inspections with the CEO at least 24 hours ahead of time.

Other Permits Required

- Approved Driveway Permit from Maine D.O.T. (if driveway enters onto a State or State Aid Highway) or by CEO/Road Commissioner for Town Roads if one is not on file.
- Plumbing Permits:
 - Exterior SSWD for septic and tie-ins - 3 copies of (Form HHE-200) from Maine Soil Engineer
 - Interior Plumbing Permit for all new fixtures - (Form HHE-211) from Local Plumbing Inspector
- Occupancy Permit: No dwelling shall be occupied until a Certificate of Occupancy has been issued by the CEO.
- Electrical Permit: Hiram does not issue permits or inspect installations.

I HERBY 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.

Permit Fee: \$_____ **Paid:** ☐ Cash ☐ Check #:_____ ☐ Credit Card

Printed Name:_____ **Owner / Authorized Agent**

Signature/Date:_____ **Owner / Authorized Agent**

**** This permit shall expire if construction is not started within one year and not completed within 2 years of permit issue date.****

Action by Local Boards (Office Only)

- ☐ Action of the Planning Board (if required)

Date Received: _____ Date Approved: _____ Date Disapproved: _____

Signature of Chairman: _____ Date: _____

NOTE: If disapproved, attach a statement indicating findings and conclusions.

- ☐ Action of Board of Appeals (if required)

Date Received: _____ Date Approved: _____ Date Disapproved: _____

Signature of Chairman: _____ Date: _____

NOTE: If disapproved, attach a statement indicating findings and conclusions.

Contractor Information Sheet

Building Contractor: _____

Address: _____ City/Town: _____ State/Zip: _____

Phone Number: _____ E-Mail: _____

Site/Excavating Contractor: _____

Address: _____ City/Town: _____ State/Zip: _____

Phone Number: _____ E-Mail: _____

Concrete Contractor: _____

Address: _____ City/Town: _____ State/Zip: _____

Phone Number: _____ E-Mail: _____

Septic System Contractor: _____ License #: _____

Address: _____ City/Town: _____ State/Zip: _____

Phone Number: _____ E-Mail: _____

Electrical Contractor: _____ License #: _____

Address: _____ City/Town: _____ State/Zip: _____

Phone Number: _____ E-Mail: _____

Plumbing Contractor: _____ License #: _____

Address: _____ City/Town: _____ State/Zip: _____

Phone Number: _____ E-Mail: _____

Site Plan

Attach or draw a **detailed** site plan showing the location of all existing buildings, proposed structures, lot lines, setbacks from lot lines, wells, and septic systems; right of ways, all wetlands and water bodies including streams. Include 100-foot shoreland setback or flood elevations if applicable. By Submitting this information, you take responsibility for measurements on the plan to be true and accurate.