

TOWN OF LISBON  
**RESIDENTIAL BUILDING**  
**PERMIT APPLICATION**  
(For 1 and 2 Family Dwellings Only)



Date: \_\_\_\_\_

Site Address: \_\_\_\_\_

Property Use: \_\_\_\_\_

Type of Work

- New Structure
- Addition
- Renovation

Estimated Value of Construction : \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Setbacks of New Construction: Front \_\_\_\_\_ ft; Side(s) \_\_\_\_\_ ft; Rear \_\_\_\_\_ ft; **or** See Attached Site Plan \_\_\_\_\_

**PROJECT DESCRIPTION**

I HEREBY CERTIFY THAT: THE INFORMATION IN THIS APPLICATION IS COMPLETE AND CORRECT AND I AGREE TO COMPLY WITH ALL TOWN ORDINANCES AND LAWS APPLICABLE TO THIS PROJECT; I AM OR LEGALLY REPRESENT THE OWNER OF THE SUBJECT PROPERTY FOR THE PURPOSE OF OBTAINING THIS PERMIT; I HAVE READ AND UNDERSTAND THE ATTACHED HANDOUT "Building Permit Standard Conditions"

**Applicant Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

Email address: \_\_\_\_\_

**FOR OFFICE USE ONLY**

PERMIT #: RB \_\_\_\_\_

Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Lot Area: \_\_\_\_\_

Fee Calculation: \_\_\_\_\_ FEE: \_\_\_\_\_

Zone: \_\_\_\_\_ Zoning Use \_\_\_\_\_

Circle any that apply: Flood Zone Rt. 196 Corridor Shoreland Zone \_\_\_\_\_ Wellhead Protection \_\_\_\_\_ MS4 \_\_\_\_\_

APPROVED / DISAPPROVED; CEO SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Permit Conditions / Comments:

**Plan Review Checklist (INCLUDE THIS PAGE WITH YOUR APPLICATION)**

- Provide:** Application for projects generating wastewater must include an on-site disposal system design (HHE-200) **or** a copy of the approved [Sewer Entrance Permit Application](#). Any questions, please contact the Lisbon Sewer District: 207-353-3013.
- Provide:** For any work within a public way requires a [Street Opening Permit](#). The installation of a new entrance requires a [Driveway Entrance Permit](#) a permit is required. Any questions please contact Lisbon Public Works at 207-353-3016. Provide copies of any applications.

**Residential Project:**

- One set of plans dimensioned clearly and containing a minimum of all **applicable** information below;

**Site plan** containing the following:

- North arrow
- Distance to buildings measured perpendicular to property lines
- Distance between buildings
- Location of septic field, tank and well if applicable
- Driveway location
- Street names
- Water courses and water bodies, steep slopes, easements, rights of way and areas restricted by covenant
- Area of lot in square feet or acres
- Erosion control measures shown

**Foundation, Floor, Wall and Roof** plans containing the following:

- Overall building dimensions
- Foundation: Indicate Type of Material, Wall/Column Width; Footer Width/Thickness/Depth below grade

**Required Inspections:**

- Foundation prior to backfill  
\_\_\_\_\_
- Framing prior to cover  
\_\_\_\_\_
- Plumbing Rough prior to cover  
\_\_\_\_\_

- Room use (name) and size
- Windows and doors including swing direction and size
- Egress from Bedrooms; show location(s)
- Egress from Basement; show location(s)
- Egress from Habitable Attic; show location(s)
- Tempered Glass; label all locations
- Stairs showing the direction of travel, width, headroom, rise and run dimensions
- Location of plumbing fixtures, appliances and fireplace(s)
- Location/Size/Type of bearing walls and columns
- Size/Span/Direction of floor/wall/ceiling/roof - beams/headers/structural members
- Engineered Structural Products such as LVL's, Trusses, I-Joists, etc. Provide manufacturers installation and sizing information
- Engineers seal for all structural steel
- Indicate interior wall and ceiling finish
- Indicate and detail braced wall lines

**Building elevation plan:**

- Each side of the building
- Indicate the exterior wall and roof finish
- Show the proposed grade at each corner of the building
- Show the height of the building measured from the average grade at the front of the building to the highest point on the roof

**ENERGY (If building has a heating system installed)**

- Complete Residential Energy Application for New Structures, Additions, Conversion of unheated to heated space
- Submit **ALL** items required by R103.2

The building code in Lisbon is the state adopted edition of the Maine Uniform Building and Energy Code (MUBEC), please see the Bureau of Building Codes and Standards for more information <https://www.maine.gov/dps/fmo/building-codes>

- Electrical Rough prior to cover  
\_\_\_\_\_
- Insulation prior to cover  
\_\_\_\_\_
- Final \_\_\_\_\_  
\_\_\_\_\_

## Building Permit Standard Conditions

The permit to which this is attached is the building permit. Separate permits are required for plumbing, heating and electrical work. Building permits are subject to appeal for a period of 30 days from issuance. A building permit expires if there is no substantial start on the project within a period of 6 months and expires 1 year from the date of issue. All work must meet applicable codes and ordinances. The building code in Lisbon is the state adopted edition of the Maine Uniform Building and Energy Code (MUBEC).

We ascertain the code compliance of your project to the best of our ability with the data provided by you. Any changes that occur during the project need to be brought to the attention of the Code Officer. Many times what seems to be a minor change can affect other issues that need to be taken into account to provide a code compliant building. If you have any questions, please ask.

**Inspections;** at a minimum we will need to inspect the foundation prior to pour and before it is backfilled; framing, rough electrical and plumbing before insulation or sheetrock; air sealing and insulation per energy code requirements before they are covered; fire rated construction if applicable; any special inspections noted; the final building before it is occupied and any other inspections noted on the permit.

**Setbacks;** you are responsible for knowing where your applicable property lines are and for meeting the zoning requirements as to setbacks and similar criteria. We will assist you as best as we can in meeting the various criteria, but the burden of compliance is on you. **Setbacks are measured from the property line to the nearest point on the structure (this is often not the wall).** The edge of the road or sidewalk is usually not the property line; the Town usually owns beyond these features. If you are not sure where your property lines are, we recommend that you have the land surveyed by a licensed surveyor.

**Deed and/or Other Restrictions;** there may be restrictions in your deed or on your lot such as easements, covenants, prior approvals, etc. that could affect your project. You are responsible for making sure your project meets any restriction. There can be legal issues with the properties that can affect the feasibility of a project that are not readily apparent, if you have issues/questions about deed or lot restrictions, we recommend you consult an attorney.

**Utilities;** there may be features that affect your project such as public or private sewer lines, water lines, power lines, phone lines, etc. that can affect the code compliance of your project. The burden of ascertaining the existence of and making us aware of these is yours. The Codes Officer can help you with the code aspects of these. Call DIG SAFE at 811 prior to excavating, they will assist you in locating buried features on your site and it's the law!

**Engineering;** if you use trusses, engineered lumber, steel, etc., we will need written certification from a licensed architect or engineer that the product is suitable for the intended use. Many of these products have been pre-engineered and the suppliers of these products can usually supply engineered installation standards upon request.

**Carbon Monoxide and Smoke Detectors;** If your project is for work in a new (per IRC section R314) or existing (per IRC section R314.2.2) single family home, two family home or townhouse, carbon monoxide and smoke detectors must be installed per code requirements. Please ask if you have questions.