

Town of Long Island



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BUILDING PERMIT APPLICATION# _____

LOT# _____ ZONE _____ LOT SIZE _____ STREET LOCATION _____

OWNER/APPLICANT _____

OWNER/APPLICANT ADDRESS _____

TELEPHONE HOME _____ WORK _____ CELL _____

CONTRACTOR _____

ADDRESS _____

TELEPHONE WORK _____ CELL _____ JOB SITE _____

EMAIL _____

APPLICATION TYPE

_____ NEW PRINCIPAL STRUCTURE _____ ADDITION _____ RELOCATION

_____ NEW ACCESSORY STRUCTURE _____ ALTERATION _____ REPLACEMENT

_____ REPAIR

PROJECT DESCRIPTION (BRIEF EXPLANATION OF WORK TO BE DONE):

DIMENSIONS OF PROPOSED STRUCTURE _____

PROPOSED FOUNDATION TYPE:

_____ FULL 10' _____ FULL 8' _____ 4' FROST WALL _____ PIER _____ SLAB

SETBACKS OF PROPOSED STRUCTURES (MUST BE SHOWN ON "REQUIRED" SITE PLAN)

FRONT _____ FT SIDES _____ FT/ _____ FT REAR _____ FT

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 _____ FT

PROPOSED STRUCTURES _____ FT

FOR STRUCTURES TO BE OCCUPIED OR FOR AN INCREASE IN THE # OF BEDROOMS TO BE SERVICED BY PRIVATE SEPTIC SYSTEM:

OF EXISTING BEDROOMS _____ # OF ADDITIONAL BEDROOMS _____

CEO PERMIT CHECKLIST:

SEASONAL CONVERSION	_____ YES	_____ NO
SEPTIC REVIEW NEEDED	_____ YES	_____ NO
SEPTIC DESIGN NEEDED	_____ YES	_____ NO

EXISTING LOT COVERAGE _____ OVER ON COVERAGE _____ YES _____ NO

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.

MINIMUM OF THREE INSPECTION REQUIRED FOR ALL CONSTRUCTION WORK.

1. FOUNDATIONS (FOOTINGS, WALLS, DRAINAGE, WATER PLUG)
2. FRAMING (PRIOR TO COVERING STRUCTURAL MEMBERS)
3. FINAL INSPECTION BEFORE OCCUPANCY

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING AND SHORELAND CONSTRUCTION MAY REQUIRE MAINE DEP PERMIT

THIS PERMIT APPLICATION DOES NOT PRECLUDE THE APPLICANT(S) FROM MEETING APPLICABLE STATE AND FEDERAL RULES. **APPLICANT AGREES TO PROVIDE A COMMERCIAL WASTE CONTAINER FOR THE DURATION OF THIS PROJECT.**

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

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

APPROVED BY CODE ENFORCEMENT OFFICER _____ YES _____ NO

SIGNED _____ DATE _____

ESTIMATED COST INCLUDING MATERIALS & LABOR \$ _____

PERMIT FEE: _____
(SEE PAGE 4 FOR PERMIT FEE SCHEDULE)

PAID: CASH _____ CHECK# _____

APPLICATIONS FOR PERMITS MUST BE ACCOMPANIED BY THE FOLLOWING:

- 1. Proof of delivery of a construction debris container to be barged off the island when full or project completed.**
2. 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



**LONG ISLAND BUILDING PERMIT FEE SCHEDULE
EFFECTIVE: July 1, 2024**

I. Construction work:

New construction – entire area: **.55/per sq. ft.**

Minimum permit fee: **\$ 100.00**

Any other construction (ex. dormer, alterations, etc.): Fee will be based upon \$30.00 minimum for 1st \$1,000 - \$6.00 per \$1,000 additional – according to a total cost of materials and labor.

Belated Fee: **Double permit fee**

Amendments to permit

Up to \$2,000 of cost **\$ 50.00**

Over \$2,000 of cost **\$ 50.00**

+ \$6.00 per every \$1,000 of total cost

II. Fees for specific items:

A. Change of use permit: **\$ 60.00**

B. Demolitions: **\$ 50.00 – 1st \$1,000**
+ \$6.00 per every \$1,000 of total cost

C. Moving building: **\$ 50.00 – 1st \$1,000**
+ \$6.00 per every \$1,000 of total cost

III. Fees in lieu of cost of work:

A. Signs: **\$ 30.00**

B. Tanks: **\$ 50.00**
propane gas, gasoline, fuel oil (300 gallons or more)
Removal: **\$ 50.00**

C. Parking lots: **\$ 110.00**

D. Fire alarms
& Sprinkler Systems: **\$ 30.00**

Except as otherwise provided herein, permit fees shall be based upon estimated total cost of materials and labor at the rate of \$50.00 minimum for 1st \$1,000 - \$6.00 per \$1,000 additional, for any other structure altered, constructed or demolished.