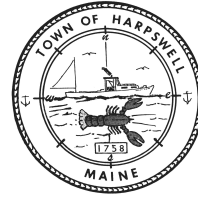


# TOWN OF HARPSWELL

## Code Enforcement Office



### WHEN IS A BUILDING PERMIT REQUIRED?

Permits are required to build and/or move onto the property a new structure and/or enlarge, alter, repair, renovate, remodel or update any existing structure.

### POSTING THE PERMIT BEFORE YOU START WORK IS REQUIRED BY CODE

In addition to **New Structures, Accessory Structures and Wharf Systems** – The following require a permit:

- **Additions, Remodels, and Replacements** requires a permit.
- **Sheds, Decks, Patios, Generators, Gazebos, and Solar Systems** requires a permit, even if structures are built off-site.
- **Window Replacement and Exterior Door Replacement** require a permit.
- **Pools** above ground and in-ground require a permit.
- **Demolition or Removal of a Structure** require a permit.
- **Driveway Openings** on state, town, and private roads requires a permit.

**Permits are reviewed in the order they are received.** Currently, it takes 14 (+/-) business days to review a permit application. Incomplete applications will take longer. It is important to provide an accurate plot plan with each permit application. All structures must be within the building envelop - Interior Zones: 40' from traveled way and 20' from boundary lines, Shoreland Zones: 75' from the highest astronomical tide (HAT) and 25' from boundary lines.

**A Building Permit is valid for 1 year.** With a substantial start, it can remain open for 5 years. Inspections are required (see Inspection Notice) including a final inspection to close the permit.

**Certificates of Compliance/Occupancy** are provided when all applicable requirements are met. New dwellings require passing Blower Door and Radon test results.

### OTHER PERMIT CONSIDERATIONS

- **Subsurface Waste Water Disposal System (HHE-200)** permits are required for new, expanded, and replacement septic systems.
- **Plumbing (HHE-211)** permits are required for new and relocated plumbing.
- **Electrical** permits are approved at the state level.
- **Shoreland Stabilization** permit applications require Department of Environmental Protection (DEP) and Town approval.
- **Wharf** permit applications require DEP, Army Corp of Engineers (ACOE), and Town approval.

### COMMON QUESTIONS

- **Hazard Trees and Vegetation Removal** in the Shoreland Zone requires prior approval.
- **Tiny Homes and Recreational Vehicles** that do not have a valid registration and license plate require a Seasonal Permit and a RV Pumping Agreement.
- **Home Businesses** are allowed in all zones with approval.
- **Fences** do not require a permit. They must be less than 6' in height and installed on property with enough setback to maintain both sides.

If you have questions, we encourage you to call the Code Enforcement Office (207) 833-5771