

Town of Burlington
P.O. Box 70
Burlington, ME 04417
E-mail: townclerk@burlingtonme.com

Phone: (207) 732-3985
Fax: (207) 732-8840

NEW CONSTRUCTION / ALTERATIONS / RENOVATIONS / ADDITIONS

NEW CONSTRUCTION / RENOVATIONS / ADDITIONS / ALTERATIONS

New Home / Dwelling / Seasonal Cottage Construction

Step 1Obtain Plumbing Permits (Need soil test, site plan and contact Plumbing Inspector)

Step 2Contact C.E.O. for Site Visit & Building Permit

Minimum fee of \$20.00

10 cents a square foot for Accessory Buildings

20 cents a square foot for Habitable Dwellings

30 cents a square foot for Commercial/ Industrial space

Alterations / Renovations / Additions Construction

Step 1Obtain Plumbing Permit if Plumbing Involved

Step 2Call C.E.O. for Site Visit / Building Permit

All Other Construction – Sheds, Garages, Decks, Etc.

Step 1Check with C.E.O. other permits may not be required.

Office Hours:	Monday	9:00-Noon
	Tuesday	9:00-Noon
	Wednesday	4:00-7:00pm
	Thursday	9:00-Noon
	Friday	9:00-Noon

Building Permit Information

A Building Permit is required **before** beginning the construction, alteration, addition or the replacement of a building or part thereof which the proposed work is "100 square feet or more". The Landowner or Lessee, architect, contractor or builder employed by such owner or lessee shall obtain a Permit covering such proposed work unless otherwise excepted by the Town of Burlington Building Ordinance.

Construction and alteration activities on projects for which a permit has been granted shall be completed within 2 years of permit issue date.

Internal and External (septic system) permit is required prior to the construction of any new dwelling. See the Plumbing Inspector for applicable permits.

After the necessary Plumbing Permit has been obtained, call the C.E.O. for a Site visit to your property. Lot line(s) and road set back distances will be obtained at this time by the C.E.O. At this time a Building Permit may be issued if all other applicable permits have been obtained.

Additional special permits are required in the in the Shoreland Zone areas of Town. See either the Town Office or the C.E.O. for information.

A driveway culvert may be required at your Building Site. Check with the Town Office or C.E.O. for culvert information.

Building Permit Fees are as follows: A minimum of \$20.00 shall be charged for a building permit.

10 cents per square foot for unconditioned space (not heated or cooled).

20 cents a square foot for conditioned space.

30 cents a square foot for Commercial/Industrial space

Square footage shall be calculated by the dimensions of the structure for each floor.

Please make checks payable to the Town of Burlington.

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Permit #	
Date:	

Permit valid for 2 years

NEW CONSTRUCTION / ALERTATIONS/ RENOVATIONS

Name: _____ Date: _____

Address: _____ Phone Number: _____

Type of Construction at: (Location): _____

_____ New Home Tax Map: _____ Lot Number: _____

_____ Seasonal Dwelling Lot Size: _____ Acre(s)

_____ Renovations / Alterations Estimated Cost of Construction: _____

_____ Other (Specify): _____

Internal and External Plumbing Permit Number: _____ Date: _____

Name of Building Contractor if applicable: _____

Is this property Taxed as "Tree Growth"? Yes No

Proposed size of new construction: _____ width _____ Length

Please draw a sketch showing locations of proposed / existing well, septic system and proposed construction.
See sample drawing on reverse side.

Approved by C.E.O. _____

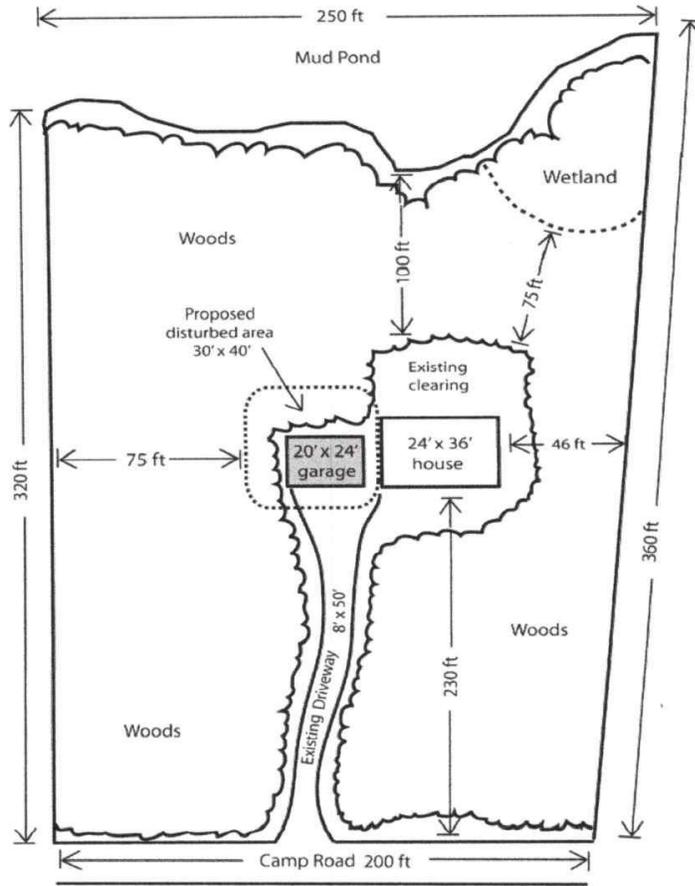
(Signature of Land Owner)

Site visit date: _____

Set Backs Approved _____

(See other side)

Sample Site Plan



 Existing Structures	Total proposed disturbed area: 30' x 40' clearing and filling/grading, including 20' x 24' garage
 Proposed Structures	
 Proposed Cleared Area	