

***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**

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### **NEW CONSTRUCTION / RENOVATIONS / ADDITIONS / ALTERATIONS**

#### **New Home / Dwelling / Seasonal Cottage Construction**

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

Step 2 .....Contact 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 1 .....Obtain Plumbing Permit if Plumbing Involved

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

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

Step 1 .....Check 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

