

Town of Frye Island Building Permit Application Attachment Checklist

“No building, improvement, or other structures shall be installed or erected, moved, added to, or structurally altered without a permit therefore issued by the Code Enforcement Officer.”

Land Use Ordinance section 101DID11 Administration and Enforcement Sub Section D; Building Permits

Building Permit Application Requirements

- 1) Applications for building permits shall be accompanied by plans drawn to scale, showing the following:
 - 1.1) Actual dimensions and shape of the lot to be built upon.
 - 1.2) Exact sizes and location of existing buildings on the lot, if any.
 - 1.3) Location and dimensions of the proposed building(s) or alteration(s).

- 2) A Minimum Lot Size Waiver is required for lots that have less than 20,000 square feet. Waiver applications are issued by the Code Enforcement Officer. To obtain a Minimum Lot Size Waiver, a Letter of No Objection is required from the Portland Water District. Please contact Chad Thompson at 774-5961 Ext. 3323 or email cthompson@pwd.org.

- 3) A current Portland Water District Subsurface Wastewater Disposal System Permit is required for all septic system installations. Requirements for this permit are listed below:
 - 3.1) A Portland Water District Subsurface Wastewater Disposal System Permit Application Form
 - 3.2) A Subsurface Wastewater Disposal System Design (HHE-200 Form) based on a design flow of 120 gallons per day, per bedroom
 - 3.3) Floor plans of the building(s) for habitation
 - 3.4) An Erosion and Sedimentation Control PlanTo obtain a permit, please contact Chad Thompson at 774-5961 Ext. 3323 or email cthompson@pwd.org.

- 4) A current Subsurface Wastewater Disposal System Permit from the Town of Frye Island is required for all septic system installations. Three (3) copies of the Subsurface Wastewater Disposal System Design (HHE-200 Form) are required. Septic system designs are provided by State of Maine Licensed Site Evaluators and are valid for two (2) years from the design date. Once permitted by the Town of Frye Island, the system design is valid for two (2) years. If not permitted or installed within these deadlines, the system design and permit become invalid and must be reissued.

- 5) A Natural Resources Protection Act (NRPA) Permit is required from the Department of Environmental Protection (DEP) for projects that will cause soil disturbance within 100' of the shoreline, including any work to be conducted below the shoreline.

Inspection Requirements

- 1) Once Building permit has been issued and before any work is started, the permit holder or their designee must contact the CEO for approval of the following items: driveway location, tree removal, setback verification. The CEO may require a site visit to determine compliance.

- 2) Foundations and drains must be inspected prior to backfilling. Rough framing, electrical and interior plumbing must be inspected prior to closing in. Final inspection is required and if approved, a certificate of occupancy will be issued.

- 3) Installation of a permitted Subsurface Waste Water Disposal System must be approved by the Local Plumbing Inspector and the Portland Water District. Two inspections are required for approval of the installation:
 - 3.1) Inspection of the transitional horizon after the disposal field has been “grubbed out”
 - 3.2) Inspection of the complete system as constructed, prior to coveringNotification must be made to the LPI at least 24 hours before the system is ready to be inspected. If any part is covered before being inspected and approved, it shall be uncovered at the discretion of the plumbing inspector and at the expense and risk of the owner.