

Town of Richmond
Building Permit Application

Do I need a building permit?

If you are doing renovation, remodeling, replacement or new construction, you most likely do need a permit. Such activities would include, but are not limited to:

- Λ Cutting away a wall or partition
- Λ Removal or altering any structural beam or support
- Λ Removal or change of a exit door
- Λ Adding or changing plumbing
- Λ Putting up a utility shed
- Λ Changing an attic to living space
- Λ Any excavation project that involves moving in or out more than 100 yards of material requires a building permit or septic system permit unless planning board approval has been granted

Anything other than these you should call the building inspector to find out if you need to fill out a building permit application.

Checklist for building a new home:

1. Application for a building permit must be submitted to the Town building inspector on forms available at the Town Office. With the application the following must be provided;
 - Λ If Town sewer is not available, a site evaluator must design the septic system for the new home. The location of the septic system will have an effect on placement of the home.
 - Λ 3 signed copies of the HHE-200 septic system design unless Town sewer is available.
 - Λ Proof of ownership of the property or permission from legal owner
 - Λ Proof that sales tax has been paid on mobile or modular homes.
 - Λ License number of Mobile Home dealer or Master plumber for internal plumbing permit.
2. A driveway entrance permit must be obtained for placement of culverts and entrances to public ways. For State roads application must be made to the Maine Department of Transportation on line at www.state.me.us/mdot or by calling the Rockland office at 596-2230. For Town roads application must be made to Richmond Public Works at 737-2035.

Once I submit my Building Application, what happens?

The Building Inspector will review your application and call you if he needs any information which you have not provided. Make sure you list a phone number where you

can be contacted. Some of the information which he must have includes:

- Λ Detailed drawing of where your construction will take place on the lot, including the setback from all lot lines.
- Λ Completed Plumbing Permit
- Λ How the building will be constructed: materials, windows, etc.

When the Building Inspector has received all this information, he will either issue or deny you a permit or notify you if you need to fill out a Developmental Review Application and go before the Planning Board. You will be notified when your permit is ready.

What else do I have to do?

In addition to Town permits Central Maine Power Company and Verizon will require documentation on forms that they provide from the Richmond Codes Officer confirming that all permits have been issued

Do I need a Development Review?

You will need a developmental review, in general, for the following:

- Λ Any commercial, public, semi-public, institutional use
- Λ Multifamily dwelling
- Λ Any building activity in Resource Protection or Shore land District
- Λ Filling or grading or other earth moving activity in excess of 10 yards in Resource Protection
- Λ Subdivisions, campgrounds, mobile home parks, gravel pits.
- Λ Change of use

What is a Development Review?

A Development Review is the process by which the Planning Board formally reviews your proposed building activity. It includes a pre-application conference and development review application as well as a site inventory and analysis for major developments.

How do I arrange for the first step in Developmental Review?

Call the Planning Board @ 737-4305 ext. 208 and Laurisa will help you schedule a pre application conference. At that conference, a determination will be made of whether your project is major or minor and you will be informed as to what information is required before the Board can make a decision.

BUILDING & PLUMBING INSPECTOR

Brian Morse, 737-4305 ext. 205