



# TOWN OF FREEPORT

Code Enforcement Office  
 30 Main Street  
 Freeport, ME 04032

## Commercial Building Permit Application

FOR OFFICIAL USE ONLY	
Date Received	
Zoning	
MBLU	
Building Code	
Permit Fee	
Pick Up or Mail	
Payment Info	
Reviewed By	

Permit Number: \_\_\_\_\_

1. Please attach all required information detailed on the application check list.
2. If you have questions about what is required in order to obtain a permit, contact the Code Enforcement Office.
3. State Law requires any construction cost in excess of \$50,000 must be prepared by a design professional and bear their seal.

<b>Project Address:</b>	
<b>Tax Map and Lot:</b>	
<b>Estimated Cost:</b>	
<b>Current Use:</b>	
<b>Proposed Use:</b>	
<b>Please Describe Your Project:</b>	

### Property Owner Information

<b>Owner Name:</b>	
<b>Mailing Address:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	

### Contractor or Applicant Information

<b>Contractor Name:</b>	
<b>Mailing Address:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	

### Please attach all of the information required on the permit checklist

*I hereby certify that I am the Owner of Record of the named property, or that the owner of record authorizes the proposed work, and I have been authorized by the owner to make this application as his/her authorized agent. I agree to confirm to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Officials shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit. It is the responsibility of the applicant to check with other state and local agencies for other permit requirements. Applicant is responsible for researching all deed restrictions, covenants, and or subdivision notes that may affect their property.*

<b>Applicant Signature:</b>	_____	<b>Date:</b>	_____
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# TOWN OF FREEPORT

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## Commercial Building Permit Application Checklist



**All of the following information is required and must be submitted for all residential building permit applications.**

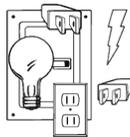
- Scaled plot plan with all lot lines and existing and proposed changes.
- Floor plans and elevations of all existing and proposed construction.
- Foundation plans with rebar specifications and required drainage.
- Cross sections of framing details (see cross sections sheet), including but not limited to, foundation, floor, wall, stair, ceiling, and roof sections per 2009 IBC.
- Insulation R-factors of floors, walls, ceilings, and foundations per 2009 IECC or 2007 ASHRAE 62.1.
- Window and door U-factors per 2009 IECC or 2007 ASHRAE 62.1.
- Window and door schedule.
- Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment.
- Complete electrical and plumbing layout.
- Right, Title, or interest for proposed application.

Examples of the above requirements are available online at:  
[www.freeportmaine.com](http://www.freeportmaine.com)

Separate permits are required for:



**Shoreland Zoning**



**Electrical**



**Plumbing**



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**ACCESSIBILITY CERTIFICATE**

Designer: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Nature of Project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The technical submissions covering the proposed construction work as described above have been designed under the direction of and by the undersigned, in compliance with applicable referenced standards found in the Maine Human Rights Law and Federal Americans with Disability Act.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

(SEAL)

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

***THIS IS REVIEWED BY THE STATE FIRE MARSHALLS OFFICE.***



**TOWN OF FREEPORT  
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**Certificate of Design**

**FROM:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

These plans and/or specifications covering construction work on:

\_\_\_\_\_  
\_\_\_\_\_

Please check appropriate box:

- 2009 International Building Code (Commercial)
- 2009 International Existing Building Code
- 2009 International Mechanical Code
- 2009 International Residential Code
- 2009 International Energy Conservation Code
- 2007 ASHRAE Standard 62.1 (Ventilation for Acceptable Indoor Air Quality)

The attached submissions have been drawn and designed by a Maine licensed design professional, who certifies the attached submission, is in compliance with the above stated appropriate codes as indicated by the undersigned acknowledging the codes by checking the appropriate boxes on this form.

They have been designed and drawn under the direction of the undersigned, practicing in the state of Maine as a licensed Design Professional Architect/Engineer according to all related code(s) with local amendments.

**(SEAL)**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**As per Maine State Law:**

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\$50,000.00 or more in new construction, repair expansion, addition, or modification for Building or Structures, shall be prepared by a registered design professional.



**CODES ENFORCEMENT OFFICE  
TOWN OF FREEPORT  
30 Main Street  
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## Statement of Special Inspections

2009 International Building Code (IBC) adopted by the Town of Freeport has specific requirements for structural tests and special inspections. These tests and inspections are in addition to the inspections required by the building official. All tests and inspections shall be made by an approved agency.

The approved agency must be employed by the owner or design professional in charge acting as the owner's agent.

The design professional shall prepare a Statement of Special Inspections, for submittal by the permit applicant. The statement shall include the following:

1. The materials, systems, components and work required to have special inspections.
2. The type and extent of each inspection.
3. The type and extent of each test.
4. Identification as to whether it will be continuous or periodic inspections.

The special inspector shall provide written inspection reports to the design professional.

**NOTE:** Special inspections do not waive the requirement for inspections by the building official. The contractor shall schedule all Town required inspections with this office.

A final Statement of Special Inspections shall be provided to the building official. This statement must be submitted to the building official before final inspection.

Include the checklist below when preparing the Statement of Special Inspections. Remember to include all testing agencies, inspectors, and inspection schedules. Feel free to contact the building official with any questions or concerns.

NO TESTING OR SPECIAL INSPECTIONS WILL BE PERFORMED BY THE  
TOWN OF FREEPORT

**CODE ENFORCEMENT OFFICE  
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Statement of Special Inspections Checklist

The owner or design professional is responsible for obtaining test and/or special inspections, and agrees that all materials, systems, and components identified in the statement of special inspections meet the Town's building code requirements.

**Check the required inspections below:**

1.  Shop Fabrications (1704.2)
2.  Steel Construction (1704.3)
3.  Concrete Construction (1704.4)
4.  Masonry Construction (1704.5)
5.  Wood Construction (1704.6)
6.  Soils (1704.7)
7.  Pile Foundations (1704.8)
8.  Pier Foundations (1704.9)
9.  Helical Pile Foundations (1704.10)
10.  Spray Fire-Resistant Materials (1704.12)
11.  Mastic and Intumescent Coatings (1704.13)
12.  Exterior Insulation and Finish (1704.14)
13.  Special Cases (1704.15)
14.  Smoke Control (1704.16)
15.  Wind Requirements (1706)
16.  Seismic Resistance (1707)

Structural Observations (1710) List below:-

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Other (PLEASE SPECIFY)

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Owner or Registered Design Professional in charge:	
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Signature and Date