

TOWN OF GREENVILLE
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HOW TO APPLY FOR A LAND USE BUILDING PERMIT

Land Use Building Permits are required per the Town of Greenville Land Use Ordinance for construction/development projects. Land Use Building Permit Applications are available from the Code Enforcement Officer. The Greenville Planning Board review and approval is required for the following; Conditional Uses, Subdivisions, Shoreland Overlay Zone nonconformance development.

Below are summarized steps for applying for a permit.

1. It is suggested that all applicants meet with the Code Enforcement Officer to review the application process.
2. Complete the Land Use Building Permit Application. Fill in all applicable blanks. If you need more space, you may use a separate sheet(s).
3. Make sure to sign and date the application. Return the completed application to the Code Enforcement Officer. Incomplete applications will be returned.
4. Provide one copy of plans/drawings of proposed structure or construction with the application.
5. Provide a site diagram showing the location of the property, property lines, abutters, all buildings, septic, well and the location of the work you are seeking the permit for. This does not need to be professionally prepared, but it needs to be neat and accurate. It can be to scale, or not to scale with dimensions noted on it. The most important dimensions are the size of structures and distance (set backs) to property lines or high-waterline if permit is for activity in the shoreland Overlay District.
6. If the permit is for a new house, a sewer or septic system permit must be secured prior to or concurrently with the issuance of the Land Use Building Permit. If your property is connected to the public sewer and the permit is for an addition, garage, deck, or shed verification of review by the Moosehead Sanitary District is required to accompany the permit application. Sewer permits, to connect a building to the public sewer system, are obtained at the Moosehead Sanitary District at 101 Spruce Street or call 695-3849. Permit Applications for private septic systems are obtained from the code officer or from Brian Turner, Town of Greenville Licensed Plumbing Inspector at 997-3287. A licensed site evaluator must prepare the application form/system design.

7. Other than a homeowner doing his own work in the house he is or will be living in, all plumbing, heating, and electrical work must be done by properly licensed persons, and those persons must apply for the permits.
8. Submit the application with fee, site plan, copies of signed public sewer permit/verification of review from Moosehead Sanitary District or signed Subsurface Wastewater Disposal Permit from the Licensed Plumbing Inspector and all other requested materials to the Code Enforcement Office.

The Code Officer will review your application. If the application is complete and the project meets the applicable requirements, the permit will be issued. If there are questions about your application, he will contact you. Apply for your permit well before you plan to start construction. Some projects require review by other authorities, such as the Greenville Planning Board or State agencies. This takes extra time. Once issued, we typically mail the permit to the applicant, but you can arrange to pick the permit up if you prefer. **Construction shall not start until the permit has been issued. Doing so is illegal and you will be subject to a fine, assuming your project can be permitted. If it cannot, you will have to remove what you started.**

INSPECTIONS REQUIRED:

Call the Code Enforcement Officer for an appointment, at least 3 days notice, when the footing forms are in place and prior to pouring of concrete. Also call Code Enforcement Officer when structure/construction is complete.

NOTES:

It is suggested that all applicants meet with the Code Enforcement Officer to review the application process.

All Land Use Building Permits, with the exception of the Shoreland Zone Land Use Building Permit, expire two (2) years after being issued.

Shoreland Zone Land Use Building Permits expire one (1) year after being issued.

All expired permits can be extended if 30% of project has been completed. If 30% has not been completed a new permit is required.

Building fees are based on all habitable space and non-habitable space, including accessory structure to include garages, decks and sheds. Basements with ceiling height of 6 feet or more and attic/loft/storage areas with a ceiling height of 6 feet or more fees are based on use.

Permit fee for permits applied for "After the Fact" is calculated at 4 X the normal fee.

If you have questions or need more information, call the Code Enforcement Officer at 695-2421.