

## ***Multi-purpose Building Permit Application – Frequently Asked Questions & Info***

- ❖ **Prior to construction of any building or structure an applicant must submit a building permit.** The application for the building permit shall be in writing and shall be made on the forms available through the CEO. It shall contain a description of the work, a sketch of the proposed work, a copy of the deed if newly purchased and not on file with the town, and written approval from the owner or designee if the applicant is not the owner, and may require professional drawings of the proposed new, altered, or relocated building or the replacement contemplated.
- a. **Permit Approval:** The CEO, after the proper examination of the completed application and documentation, or after Planning Board approval, shall either issue the requested permit or transmit notice of refusal within a reasonable time, not to exceed ten (10) working days. Notice of refusal shall be in writing and shall state the reason therefor.
- b. **Permits Expiration:** All building permits expire after one calendar year if the work described in the permit has not been substantially completed, unless a different term is stated on the permit. Renewal of a permit will be considered prior to the expiration of the permit on a no fee basis for a period of two years as long as consistent and continual work is being done on the structure.
- c. **Display of Permit:** Every building permit shall be displayed in a conspicuous place on the street side of the premises and shall not be moved until all work covered by the permit has been approved.
- ❖ The CEO will conduct a series of inspections at various stages of construction of all buildings, structures, and manufactured housing being constructed, altered, replaced or relocated for the purpose of enforcing provisions of this ordinance. The CEO shall have right of entry in the performance of his/her duties and may, at any reasonable time, enter any building or manufactured housing for the purpose of making the inspections.
- ❖ No building, structure or manufactured housing shall be occupied after its construction, or relocation until the CEO has issued a "Certificate of Occupancy". A Certificate of Occupancy shall be issued if proper examination shows that all work was performed in compliance with the provisions of the building permit.
- ❖ **Lot Standards:**

No building shall be constructed upon, or manufactured housing moved to a lot with an area of less than 20,000 square feet, and the lot must have a minimum of 100 feet of road frontage. Building construction or placement of manufactured housing shall be permitted on a lot with a minimum of 10,000 square feet, and with a minimum of 100 feet of road frontage, provided that public water and sewer are available. If an existing dwelling or structure is demolished or destroyed by any means beyond the owner's control, it may be rebuilt or repaired on the same lot/same footprint of building in accordance with this ordinance, even if the lot is less than 20,000 square feet and/or may have less than 100 feet of road frontage provided that a permit for construction or placement of manufactured housing be obtained within 1 year from the date of destruction. If an existing dwelling or structure in the "Historic District" is demolished or destroyed by any means beyond the owner's control, it may be rebuilt or repaired on the same lot at any time provided all necessary permits are obtained.

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### **❖ Small Homes:**

A home with a living space that is 400 square feet. A small home must be placed on a slab, foundation or knee wall, it cannot have wheels attached that would allow it to be moved. It will be required to meet all other building codes.

### **❖ Set Backs:**

No building or mobile home shall be placed on a lot unless it is 25 feet from the front boundary line, and 20 feet on the sides and back boundary lines, but a single-story garage or accessory structure may be placed 10 feet from the sides or rear boundary line.

### **❖ Driveway Entrance:**

For a new driveway location, on a new build or a manufactured housing (new or used) the owner or contractor submit a "Driveway Entrance" application to the Road Commissioner/Highway Director, who must ensure that there is adequate sight distance provided. If a culvert is needed the Road Commissioner/Highway Director will let the applicant know and it will be the responsibility of the applicant to purchase and install the first culvert. All other replacement culverts will be replaced by the Paris Highway Department. If the structure is being built off from a state road the owner or contractor will need to contact the MDOT to get their approval on the driveway placement.

❖ Violations of this Ordinance, including failure to comply with any conditions imposed by the code enforcement officer, planning board, or board of appeals, and failure to use, construct, or arrange property in compliance with plans, permits or approvals under this Ordinance are punishable under 30-AM.R.S. § 4452, including subject to fines of up to \$5,000 per violation. Each day that a violation continues after a notice of violation has been issued shall be deemed a separate offence. Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe conditions, shall be liable to a fine of not more than \$5,000 per violation. Each day that a violation continues after being served with a stop work order shall be deemed a separate offence.