



Town Of Vienna - Application for Building Permit

Permit # _____
Issue date _____
Fee \$ _____
Issued by (initials) _____

Required Information	Applicant's Response								
Property Owner's Name - The legal owner of the property.									
Property Owner's Telephone Number									
Property Owner's Mailing Address									
Applicant's name and address (if not property owner)									
Applicant's telephone number (if not applicant)									
Property address - Where is the property located & where the work will be done?									
Map and Lot Number - From Tax map. This can be found on the tax bill.									
Lot of Record - When did you obtain title to the property?									
Contiguous lots - Do you own more than one lot that has a common property line with this lot?	<input type="checkbox"/> Yes <input type="checkbox"/> No								
Is this a "new" structure or an addition to an existing structure?	<input type="checkbox"/> New <input type="checkbox"/> Addition to existing structure								
Proposed Use - Is this a Year-round residence, Seasonal residence, Home occupation, Commercial, RV, Storage or Other? Check all that apply. <i>Note: Recreational Vehicles occupied > 30 days/year require permits.</i>	<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Year-round residence</td> <td><input type="checkbox"/> Seasonal residence</td> </tr> <tr> <td><input type="checkbox"/> Home occupation</td> <td><input type="checkbox"/> Commercial</td> </tr> <tr> <td><input type="checkbox"/> Recreational Vehicle</td> <td><input type="checkbox"/> Storage</td> </tr> <tr> <td><input type="checkbox"/> Other _____</td> <td></td> </tr> </table>	<input type="checkbox"/> Year-round residence	<input type="checkbox"/> Seasonal residence	<input type="checkbox"/> Home occupation	<input type="checkbox"/> Commercial	<input type="checkbox"/> Recreational Vehicle	<input type="checkbox"/> Storage	<input type="checkbox"/> Other _____	
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<input type="checkbox"/> Recreational Vehicle	<input type="checkbox"/> Storage								
<input type="checkbox"/> Other _____									
Special Zones - Is the proposed structure within the Shoreland Zone? Approved by Planning Board on Date ___/___/_____ By _____ Title _____	<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Resource Protection</td> <td><input type="checkbox"/> Stream Protection</td> </tr> <tr> <td><input type="checkbox"/> Shoreland Zone</td> <td><input type="checkbox"/> None of these</td> </tr> </table>	<input type="checkbox"/> Resource Protection	<input type="checkbox"/> Stream Protection	<input type="checkbox"/> Shoreland Zone	<input type="checkbox"/> None of these				
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Frontage - How many feet of road frontage does the lot contain. How many feet of shore frontage?	Road Frontage _____ Feet Shore Frontage _____ Feet								
Lot size - List In acres <i>or</i> sq. ft.	_____ Acres _____ Sq. Ft.								
Setbacks - How many feet will the proposed structure be from, the center of the road, the side of the property line, and the rear property line.	_____ Ft from Center of road. _____ Ft from side property lines. _____ Ft from rear property line.								
Plumbing Permits - Applicant must show proof of valid plumbing permits when applicable. Internal plumbing permit can be produced upon inspection.	Wastewater Permit # _____ Internal Plumbing permit # _____								

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Dwelling units - One single family structure on the lot (equals one). A home and an apartment, trailer or other dwelling unit on the lot. (equals two)	<input type="checkbox"/> One Unit <input type="checkbox"/> Two Units <input type="checkbox"/> More than two Units _____ Units
Contractor(s) - Person who is doing the work.	
Phone and Address of person doing the work of the person/ contractor doing the work.	

Inspections

The following **Inspections** must be done on **all structures**. All Shoreland Zoning rules and setbacks must also be met.

1 First Inspection when the foundation/footing stakes are laid out

Items inspected: Setbacks, wastewater permits, internal plumbing permit.

2 Second Inspection before a structure is used or occupied.

Items checked for finished septic system installation, conformance to site plan and sizing as specified in building permit.

#3 Applicant Responsibility

✓ Applicant understands that the CEO/building inspector will make inspections for compliance with town ordinances and applicable state regulations during construction and this permit allows code enforcement officer onto the property for the purpose of doing inspections. Applicant must call for inspections.

✓ Building permits do not include plumbing, septic or commercial electrical work.

✓ Building permits are valid for **two years**; any false information may invalidate a building permit and stop all work.

✓ Signing this application authorizes inspections necessary to issue a permit and conduct inspections to insure compliance with regulations.

Project Description	
Describe what you intend to do including:	
A. Number of stories	<input style="width: 50px;" type="text"/> Present number <input style="width: 50px;" type="text"/> Proposed number
B. Height of Building	<input style="width: 50px;" type="text"/> Present height to peak <input style="width: 50px;" type="text"/> Proposed height
C. Size of structure including decks, garages etc.	<input style="width: 200px; height: 30px;" type="text"/>
D. Number of bedrooms	<input style="width: 50px;" type="text"/> Present number <input style="width: 50px;" type="text"/> Proposed number
E. Number of bedrooms present septic system is approved for:	<input style="width: 100px; height: 20px;" type="text"/>
(found on the front of the approved wastewater permit).	
F. Show proof of sub-surface wastewater permit. Permit Number	_____ date issued _____

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The undersigned applies for a building permit for the use stated, said permit to be issued on the basis of information contained within this application. The applicant hereby certifies that all information and attachments to this application are true and correct to the best of their knowledge. Any finding that the information submitted is not correct may invalidate the permit. The owner/applicants signature(s) authorizes the code enforcement officer to enter onto the property to perform inspections.

Applicant's signature **Date**
(If the applicant is not the owner he/she must provide proof of authorization by owner)

Property Owner's signature *or* attached letter of approval **Date**

Plot Plan

Attach here a drawing of the site plan showing the size and placement of proposed and existing structure(s), septic system(s) and reserved parking area(s). Label distances to: 1. lot boundaries; 2. existing structures; 3. roads; 4. bodies of water including streams; 5. mapped wetlands; 6. all wells; and 7. septic systems.