

TOWN OF ANDOVER BUILDING PERMIT APPLICATION

Andover, Maine 04216

Attached are the forms and instructions necessary to procure a Building Permit in the Town of Andover:

- The application must be submitted by the applicant at a Planning Board Meeting **or** can be given to the CEO, who can issue Building Permits at any time – *see contact information below.*
- The Planning Board meets in the Town Hall on the 1st and 3rd Monday of every month, excluding any Federal holiday falling on a Monday, at 6:00 p.m. Meeting dates falling on a holiday are not rescheduled (F/E Labor Day)
 - If you cannot attend a meeting, you may submit the application to the Town Office, along with your check or money order made out to the Town of Andover, for the permit fee, and you will pick up the permit at the office once when it is approved
- **If possible, please call the Board Chairperson to be added to the agenda if you will be attending the meeting.** Incomplete applications or people not added to the agenda may not be addressed, depending on time.

Building Permits are required for:

- A. any residential building and/or seasonal
- B. any addition to existing buildings
- C. garages
- D. decks or porches greater than 32 square feet
- E. any out-building/shed greater than 48 square feet
- F. storage trailers/containers
- G. any manufactured home

Other Building Permit requirements

- **The Land Use Ordinance** shall be followed (attached)
- **Any customer of the Andover Water District (AWD)** needs to contact the AWD to confirm they abide by the AWD guidelines (attached)
- **Demolition Permits** are required if a dwelling/structure is to be removed from taxation, with no fee
- **Driveway Permits** are required for any access to one's property from a Town or State Road
 - **Culverts shall be installed** as required by the Code Enforcement Officer (CEO)
- **Building Permits are not required** if you are doing general maintenance to an existing structure provided you are not adding any square footage. For example, you may replace an existing deck of the same size as the one removed. If you expand a deck, you will need a Building Permit
- **Should any permit request be denied**, you will receive a written notice of denial explanation from the Planning Board. At that point, you may make a written notice of appeal to the Appeals Board within 45 (forty-five) days from the date of denial

Any questions can be directed to the **CEO/Licensed Plumbing Inspector (LPI) Tim Johnson** at codeenforcement@andovermaine.gov (email) or tel. (207) 392-3302 Option 7 (leave detailed message) or any of the Planning Board Members: **Sidney Pew, Chair (207-890-6007)**, Margaret Madigan, or Lynda Airhart; Alternates: Toby Wells, Roger Sabin; email the board at planningboard@andovermaine.gov

Fee:

For structures, additions and mobile homes

- Calculate the number of square feet (length X width) of living space plus (+) any porches or decks, storage space, etc.
- Multiply total square footage by \$0.25
- Minimum fee is \$10
- Permits will not be issued prior to payment of established permit fees

Instructions for Completing Building Permit Application (Attached)

Type of Permit

- Check all that apply
- Timber harvesting - only if in the shoreland zone. (May require a state permit.)

General Description of Project

Please give information such as size, use, type, materials, number of bedrooms (pole barn, house with full basement, mobile home on slab, etc.).

General Location of Property

- Check your property tax bill to see if there is a physical address on it.
- If you do not have a street number and/or a physical address on your bill, please contact the Town's E911 Addressing Officer with an address request form (found on the Town's web site Andovermaine.gov) to have one established and an address will be assigned to your Map/Lot location.
 - Email the form to 911@andovermaine.gov, the Addressing Officer

New Entrance onto a Public Way

- If this construction or land use involves a new entrance onto a state road, you must get a state permit
- If a Town road is involved, you must get approval and a permit from the Code Enforcement Officer
- Please provide a copy of either permit to the Planning Board

Shoreland Zone

As shown on Andover's Shoreland Zone Map located in the Town Office. In general, within 75 feet of streams, 250 feet of the Ellis River and its adjacent wetlands, 250 feet of Horseshoe Pond and certain other wetlands.

Flood Plain and Flood Zones

As shown on the U.S. Government Flood Plain/Flood Zone Maps.

Tree Growth

If the property is in Tree Growth, a permit will not be granted until the areas of construction are removed from Tree Growth. Please contact the Tax Assessor's Office (John O'Donnells – (207) 926-4044/email info@jeodonnell.com) if you are not sure whether the area of construction is in Tree Growth or not. If so, they will advise you on how to remove it.

Town Map and Lot Numbers

Map and Lot numbers are required on all Building Permits. They are on your property tax bill or can be found on the Town maps at the Town Office. If the lot has been divided from another lot, please note so and give the original lot number.

Deed Information

Date and recording information (this may be omitted if you were taxed on this land last year). Must show proof of ownership (deed). This can be found by searching the Maine Registry of Deeds Oxford County web site <https://www.maineregistryofdeeds.com/>.

Interior Plumbing Permit

An interior Plumbing Permit (ATTACHED) is required for all new internal plumbing and must be submitted with the attached application before a Building Permit can be issued.

Subsurface Waste Water Disposal System Application

- Are required for new plumbing installation and/or any new or used manufactured home plumbing and sewer hook ups
- A septic design plan from a Licensed Site Evaluator (LSE) and the interior Plumbing Permit must be submitted with this application before a Building permit can be issued
- The septic plan from the LSE will need approval from the Licensed Plumbing Inspector
- State Law Title 12 Chapter 423-A 4807 states a lot size of 20,000 square feet is required for any single-family residential unit for disposal of waste

Occupancy Permit:

No newly constructed, placed, relocated or expansion of any existing building intended for human habitation shall be occupied until an Occupancy Permit has been issued by the Code Enforcement Officer in accordance with the Town of Andover Occupancy Ordinance.

Building Permit Requirements

- Building Permits issued under this ordinance shall follow the Land Use Ordinance
- Permits under this ordinance shall be valid for a period of 1 (one) year commencing on the date of issuance
- Projects which have commenced and where construction is over 10% complete under the terms of the permit issued at the end of this one-year period shall be allowed to continue to completion without application for a new permit
- Where work is under 10% complete, or has not commenced prior to the expiration of the one-year period, the applicant(s) must reapply for a permit before work and continue or begin

Demolition Permit

Demolition permits shall include:

- A description of how debris will be removed
- A copy of the Department of Environmental Protection Asbestos Inspection form
- Demolition must be completed within a 6 (six) month period from the date of issue and shall include the removal of all debris
- Any demolition material or debris shall not be disposed of at the Andover Transfer Station
- Burning any debris shall require following Title 12 Chapter 807 Subchapter 4, Article 2 Out-of-Doors-Fires

Town of Andover Building Permit Application

Applicant's Name: _____ Date of Application: ____/____/____

Applicant's Legal Address: _____

Mailing Address (if different): _____

Cell #: _____ Home # _____

Type of Permit(s) Requested (**check all that apply**):

- A. Residential building / Number of bedrooms: _____
- B. Timber Harvest
- C. Commercial
- D. Seasonal (camp)/ Number of Bedrooms: _____
- E. Mobile/ manufactured home / Number of Bedrooms: _____
- F. Addition to existing structure / Number of Bedrooms: _____
- G. Garage /Barn/ Shed/ (please specify) _____
- H. Driveway permit (Town/CEO)
- I. Entrance permit (State Road/State of Maine)
- J. Interior Plumbing permit
- K. Subsurface Water Disposal System Application
- L. Occupancy permit
- M. Demolition Permit (No Fee)
- N. Other (please specify)

Project General Description: _____

Estimated Project Cost \$ _____

Describe location of property of proposed structure: (**Must be filled in**) - Map _____ Lot _____ Sub _____

Physical Street Address: _____ House Number: _____

Will this construction involve a new entrance into a public way? Yes No

Is this property located in the Shoreland Zone? Yes No

Is this property located in Flood Plain? Yes No

Is this property currently in Tree Growth? Yes No

If yes, have you removed it from Tree Growth? Yes No

Name on Property Deed: (First/Last/Trust) _____

Date of Deed: _____ Recorded Book #: _____ Page #: _____

Signing this Building Application authorizes all inspections necessary to insure compliance with State regulations and Town ordinances. Any false information may invalidate a Building permit and stop all work.

Signature of Applicant(s)

Signature of Property Owner (if different than applicant)

SITE PLAN -- (Must be completed)

Please sketch a Site Plan in the space below of your property to include the following information:

Note - ALL STRUCTURES MUST BE A MINIMUM OF 15 FEET FROM YOUR PROPERTY LINE

- A. All property lines and names of abutting owners
- B. Distance of proposed structure from all wells and septic systems must be a minimum of 100 feet apart, including from any abutting owners
 - a. distance of your well(s) to your septic system(s)
 - b. distance of your septic system(s) to abutting landowner's well(s)
 - c. property lines
 - d. roads
 - e. other structures
 - f. any waterway (river, brook, streams, pond - natural or manmade, etc.)
 - g. other pertinent information

Town Of Andover
Land Use Ordinance

Article I. Purpose

The purpose of this Ordinance is to promote safety, health, and public welfare through establishing, minimum standards of the construction, relocation, placement, replacement, and demolition of structures.

Article II. Authority

The Code Enforcement Officer (CEO), as conditioned in Article VI of this Ordinance, shall enforce this Ordinance. State law allows towns to have home rule authority as per Article VI and of the Maine Constitution and Home Rule Statute, Title 30-A M.R.S.A, Section 3001.

Article III. Administration

- (a) Application for Permits: The application for a building or demolition permit shall be in writing and shall be submitted to the Planning Board on forms provided by the Town of Andover and shall contain a description of the proposed new dwelling, structure, or other construction, or the relocation, replacement, placement, conversion, or demolition of existing dwellings, and structures. The owner or owners authorized agent shall obtain from the Town of Andover an application for a Building Permit covering such proposed work. Demolition permits are only required if a dwelling or structure is to be removed from taxation.
- (b) Term of the Permit: Work approved by permit is to commence within 1- year from the date the permit is issued and where work is under 10% complete or has not commenced prior to the expiration of the 1- year period a new permit must be obtained. Demolitions must be completed within a six-month period from date of issue and include the removal of all debris. Any material or debris from a dwelling, building, or structure to be demolished will not be disposed of at the Andover Transfer Station. Property owner or owners authorized agent shall bear the cost and be responsible for lawful disposal of any material and debris.

Article IV. Applicability

The provisions of this Ordinance shall apply to new construction, additions, replacement, placement, conversions and demolition of dwellings or structures.

Article V. Permit Requirements

- (a) Any person, firm, corporation, or other entity, before erecting, placing or demolition of a dwelling, structure or other construction shall obtain a Building Permit from the Code Enforcement Officer (CEO) or Planning Board.
- (b) Any request shall include the following:
1. An accurate measurement of the lot
 2. All required plumbing permits and subsurface wastewater permits shall be provided with the Building Permit Application.

Town Of Andover
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3. Documentation of any requirements of the Shoreland Zoning Ordinance for the Town of Andover shall be provided with the Building Permit Application
4. Any dwelling or structure that is used for human habitation shall require a waste disposal plan approved by the Towns Licensed Plumbing Inspector (LPI). The waste disposal plan shall state how the disposal of human excreta, and greywater is to be removed or disposed of in a legal and sanitary manner.
5. A plan or sketch showing Tax Map and Lot number, dimensions showing lot boundaries, all existing and proposed entrances from abutting roads, all existing and proposed buildings, the location of all existing and proposed wells, and septic systems on lot and abutting lots, and setback requirements from roads and abutting lots.
6. Location of any rivers, streams, brooks and wetlands with distance measurements from new proposed construction.
7. All required permits from the Road Commissioner or Département of Transportation.

Article VI. Enforcement

If the CEO finds a violation of this ordinance, they shall notify the person responsible for such violation, as well as the owner of the lot where the violations are occurring by certified mail, or by other practical means. The notice shall indicate the nature of the violation; order the responsible party and/or owner to take the appropriate action to correct it, including discontinuing the illegal use of land and structures or any work being done, and removing any illegal structures; and shall notify the parties of their appellate rights. A copy of such notice shall be maintained as permanent record. If position of the CEO is vacant for any reason the Select Board shall act in lieu of the CEO

- (a) **Penalties:** Violations of this Ordinance are subject to a minimum penalty of \$100 and a maximum penalty of \$2,500, and each day that the violation continues may be considered as a separate violation. The Select Board may seek to enjoin anyone from making use of or occupying any dwelling or other structure constructed contrary to this Ordinance.

The Select Board is authorized to institute actions, either legal or equitable, including seeking injunctions of violations and the imposition of fines, to enforce this Ordinance. The Select Board, or their authorized agent, are authorized to enter into administrative consent agreements for the purpose of eliminating violations of the Ordinance and recovering fines without court action.

Article VII. Appeals and Variances

Any aggrieved person or party may appeal any permit decision or enforcement action made under this Ordinance to the Board of Appeals. An appeal must be filed within 30 days after the decision by Planning Board or CEO, setting forth specifically the grounds for the appeal.

The Board of Appeals shall also have the power to grant variances from the requirements of this ordinances operating under Maine state Statute, Title 30-A Section 2691.

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Following the filing of an appeal, the Board of Appeals shall hold a hearing within 60 days, unless the parties agree in writing to a different time-frame. The Board shall notify the CEO, the Select Board, and the Planning Board, at least 20 days in advance, of the time and place of the hearing and shall publish public notice of the hearing at least 10 days in advance. The Board of Appeals shall decide within 60 days after the hearing and notify the appellant(s) in writing. Board of Appeal decisions are final other than a Superior Court ruling.

Article VIII. Definitions

- (a) **Dwelling:** is defined as a structure, all or part of which is designed or used for human habitation and has sanitary facilities in compliance with the Maine Uniform Plumbing Code and Wastewater Disposal Rules. Dwellings may include, but are not limited to, conventional 'stickbuilt' homes, modular homes, manufactured homes, log homes, berm homes, travel trailers and membrane homes (i.e., yurts, tents, or teepees).
- (b) **Aggrieved Party:** is defined as an owner of land whose property is directly or indirectly affected by the granting or denial of a permit or variance under this Ordinance; a person whose land abuts land for which a permit or variance has been granted.
- (c) **Other Construction:** includes any expansion of a Dwelling that creates habitable surface area, or construction or expansion of any other structure (such as but not limited to barns, storage sheds, garages, decks) not attached to an existing Dwelling.
- (d) **Structure:** anything built for the support, shelter, or enclosure of persons, animals, goods, or property of any kind.
- (e) **River, Stream, or Brook:** "River, stream or brook" means a channel between defined banks. A channel is created by the action of surface water and has 2 or more of the following characteristics.
 - 1. It is depicted as a solid or broken blue line on the most recent edition of the U.S. Geological Survey 7.5-minute series topographic map or, if that is not available, a 15-minute series topographic map.
 - 2. It contains or is known to contain flowing water continuously for a period of at least 6 months of the year in most years.
 - 3. The channel bed is primarily composed of mineral material such as sand and gravel, parent material or bedrock that has been deposited or scoured by water.
 - 4. The channel contains aquatic animals such as fish, aquatic insects, or mollusks in the water or, if no surface water is present, within the stream bed.

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5. The channel contains aquatic vegetation and is essentially devoid of upland vegetation. "River, stream or brook" does not mean a ditch or other drainage way constructed, or construed and maintained, solely for the purpose of draining storm water.

(g) **Wetland:** Is defined as swamps, marshes, bogs, or similar areas that have soils that are inundated or saturated by surface or ground water at a frequency and for a duration sufficient to support, and which under normal circumstances, do support, a prevalence of plants that grow in or on water.

Article IX. Validity and Severability

Should any section or provision of this Ordinance be declared by the courts to be invalid, such decision shall not invalidate any other section or provision of this ordinance.

Land Use Ordinance

Original adoption- June 15th, 2024

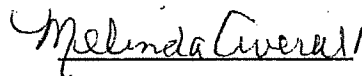
**An ordinance titled - Land Use Ordinance for the Town of
Andover, Maine.**


Selectboard Signatures

Date: 7-9-24

Accepted at the Annual Town Meeting on June 15th, 2024

An attested copy:

 Melinda Averill, Clerk

Open with Google Docs

Andover Water District

83 Elm Street PO Box 127

Andover, Maine 04216

Phone -- 207-392-1036

Email -- office@andoverwaterdistrict.com

New Customer and Service Guidelines

Please contact the office to request the New Customer Application
Our office is open mid-week and by appointment, call or email

Customers of the Andover Water District (AWD) requesting Utility services will need to contact the district office for a Customer Application and to learn about the quarterly billing cycles and various convenient payment options available.

Those that are requesting a *supply line* or *upgrades* for AWD services should contact the office for an application and to arrange to meet with a AWD operator. The operator will review the type of supply (residential, business, new or existing) and required materials. A Utility representative must be notified and present during any construction or tie-ins/adaptions that involve the district supply line.

The customer will schedule the work with a Utility-approved contractor, and must inform the Utility in advance as to when the installation will take place. Only Utility approved materials may be used, and the work must be completed to the Utility's specifications, available at the

PLUMBING APPLICATION

Maine DHHS/CDC – Division of Environmental & Community Health

PROPERTY ADDRESS				ISSUING MUNICIPAL OFFICE			
City, Town, or Plantation				Town/City			
Street/Subdivision Lot #				Permit #		Total Fee \$	
PROPERTY OWNER INFORMATION				Date Issued		Double Fee	
Name (Last, First)							
Applicant Name (Last, First)				Local Plumbing Inspector Signature		License #	
OWNER/APPLICANT MAILING ADDRESS				FEES		State \$	
Street				Local		\$	
City				LOCATION		Map #	
State		Zip Code		Lot #			
OWNER/APPLICANT STATEMENT				<p>CAUTION: INSPECTION REQUIRED I have inspected the installation authorized above and found it to be in compliance with the Maine Plumbing Rules Application.</p>			
<p>I certify that the information submitted is correct to the best of my knowledge and understand that any falsification is reason for the Local Plumbing Inspector(s) to deny a permit.</p>							
Signature of Owner/Applicant		Date		LPI Signature		Date (Rough-In)	
Copy: Property Owner <input type="checkbox"/>		Town <input type="checkbox"/>		State <input type="checkbox"/>		Date (Final)	

PERMIT INFORMATION

This application is for: New Plumbing <input type="checkbox"/> Relocated Plumbing <input type="checkbox"/>		Type of structure to be served: Single Family Residence <input type="checkbox"/> Modular or Mobile Home <input type="checkbox"/> Multiple Family Dwelling <input type="checkbox"/> Other (specify below) <input type="checkbox"/>		Plumbing to be installed by: <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Master Plumber</td> <td>License #</td> </tr> <tr> <td>Oil Burner Installer</td> <td>License #</td> </tr> <tr> <td>Mfd. Housing Rep.</td> <td>License #</td> </tr> <tr> <td>Public Utility Rep.</td> <td>License #</td> </tr> <tr> <td>Property Owner</td> <td></td> </tr> </table>				Master Plumber	License #	Oil Burner Installer	License #	Mfd. Housing Rep.	License #	Public Utility Rep.	License #	Property Owner	
Master Plumber	License #																
Oil Burner Installer	License #																
Mfd. Housing Rep.	License #																
Public Utility Rep.	License #																
Property Owner																	
Column 1 – Hook-Up & Relocation		Column 2 – Fixtures		Column 3 – Fixtures		State of Maine Department of Health and Human Services/ Center for Disease Control and Prevention Environmental & Community Health – Subsurface Wastewater 286 Water Street State House Station 11 Augusta, ME 04333 207-287-2070 HHE-211 Revised 7/24/2018											
Maximum 1 Hook-Up Hook-Up (a) <input type="checkbox"/> <i>Hook-up to public sewer in those cases where the connection is not regulated and inspected by the local sanitary district.</i>		Type of Fixture Hosebib/Sillcock Floor Drain Urinal Drinking Fountain Indirect Waste Treatment Softener, Filter, etc. Grease/Oil Separator		Type of Fixture Bathtub (and Shower) Shower (Separate) Sink Wash Basin Water Closet (Toilet) Clothes Washer Dishwasher Garbage Disposal Laundry Tub Water Heater													
Hook-Up (b) <input type="checkbox"/> <i>Hook-up to an existing subsurface wastewater disposal system.</i>		Roof Drain Bidet Other:															
Piping Relocation <input type="checkbox"/> <i>Relocation of sanitary lines, drains, and piping without new fixtures.</i>																	

Total Column 1 + Total Column 2 + Total Column 3 = Enter Total Fixtures / Hook-Ups Below

PERMIT TRANSFER ONLY \$10.00

Total Fixtures / Hook-Ups	
Per-Fixture Fee	\$
TOTAL PERMIT FEE	\$