



## 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.

Project Address:	
Tax Map and Lot:	
Estimated Cost:	
Current Use:	
Proposed Use:	
Please Describe Your Project:	

### Property Owner Information

Owner Name:	
Mailing Address:	
Phone Number:	
Email Address:	

### Contractor or Applicant Information

Contractor Name:	
Mailing Address:	
Phone Number:	
Email Address:	

**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.*

Applicant Signature:	_____
Date:	_____

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## Commercial Building Permit Application Checklist



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

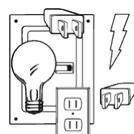
- Scaled plot plan with all lot lines and existing and proposed changes.
- Floor plans and elevations of all existing and proposed construction.
- Foundation plans with rebar specifications and required drainage.
- Cross sections of framing details (see cross sections sheet), including but not limited to, foundation, floor, wall, stair, ceiling, and roof sections per 2021 IBC.
- Insulation R-factors of floors, walls, ceilings, and foundations per 2021 IECC.
- Proposed Air Sealing and Insulation R-factors of conditioned spaces, per 2021 IECC.
- Name of Certified Technician for Blower Door and Duct Testing, per 2021 IECC.
- Window and door U-factors per 2021 IECC
- 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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**Certificate of Design**

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

These plans and/or specifications covering construction work on:

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Please check appropriate box:

- 2021 International Building Code (Commercial)
- 2021 International Existing Building Code
- 2021 International Mechanical Code
- 2021 International Residential Code
- 2021 International Energy Conservation Code
- 2019 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.



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**ACCESSIBILITY CERTIFICATE**

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

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

Nature of Project:

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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: \_\_\_\_\_

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

***THIS MAY ALSO BE REVIEWED BY THE STATE FIRE MARSHALLS OFFICE,  
CONTACT THE PLANS REVIEW DIVISION IF REVIEW AND APPROVAL FROM THE  
STATE IS REQUIRED.***



**CODES ENFORCEMENT OFFICE  
TOWN OF FREEPORT  
30 Main Street  
Freeport, Maine 04032**

**Statement of Special Inspections**

2021 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  
TOWN OF FREEPORT  
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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.  Special Cases (1705.1.1)
2.  Steel Construction (1705.2)
3.  Concrete Construction (1705.3)
4.  Masonry Construction (1705.4)
5.  Wood Construction (1705.5)
6.  Soils (1705.6)
7.  Driven Deep Foundations (1705.7)
8.  Cast-in-place deep Foundations (1705.8)
9.  Helical Pile Foundations (1705.9)
10.  Fabricated Items (1705.10)
11.  Special Inspections for wind resistance (1705.11)
12.  Special Inspections for Seismic Resistance (1705.12)
13.  Testing for Seismic Resistance (1705.13)
14.  Spray Fire-Resistant Materials (1705.14)
15.  Mastic and intumescent fire-resistant coatings (1705.15)
16.  Exterior insulation and finish system, EIFS (1705.16)
17.  Fire-resistant penetrations and joints ( 1705.17)
18.  Testing for smoke control (1705.18)

**Structural Observations (1704) 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