

Machiasport Planning Board Building Permit Guide

Earth Moving Permit: It is the responsibility of the landowner to obtain an Earth Moving Permit before moving ten (10) or more cubic yards of material in the Shoreland Zone. The Permit must be obtained from the CEO. All work in the Shoreland Zone must conform to the Machiasport Shoreland Zoning Ordinance as well as all applicable Codes.

Enforcement: The Code Enforcement Officer (CEO) has the legal authority to enforce the Town's Building Permit Ordinance, and he does so in consultation with the Planning Board and Board of Selectmen. The CEO is also authorized to make site visits to ensure compliance with the Town's Ordinances. Monetary penalties for violations are defined in state law and may include fines.

Road Commissioner Permit: If a driveway/culvert is being added on a town road, private road, or deeded access road, the landowner must obtain a Driveway/Culvert Permit from the Road Commissioner. The fee is \$40. Contact Town Office for more information.

Maine Department of Transportation Permit: If a driveway/culvert is being added on a state road, the landowner must obtain a Driveway/Culvert Permit from the Maine Department of Transportation (MDOT). The fee is \$40. Contact Town Office for more information.

Note: If the Driveway/Culvert Permit and Building Permit are sought at the same time for

the same location, they may be attached for a single fee of \$40. If, however, Driveway/Culvert Permits and Building Permits are for separate locations or at separate times, separate fees of \$40 each are levied.

All Driveway/Culvert Applications must be reviewed and signed by the Road Commissioner and reviewed by the Planning Board.

Appeals: If a landowner is aggrieved by a written decision or order of the Planning Board or CEO, the landowner may appeal to the Board of Appeals. Applications are available at the Town Office. Only the Board of Appeals can consider a variance.

For more information contact:

Machiasport Town Office, 255-4516

Jim Miner, Planning Board Chairman

Jim Bradley, Code Enforcement Officer (CEO)

Note: Copies of all Town Ordinances are available at the Machiasport Town Office.
Hours: Monday – Friday, 8:00 A.M.- 4:00 P.M.

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Machiasport Planning Board Meeting

2nd Thursday of Each Month

7:00 P.M.

Town Office Meeting Room

Landowner Responsibility: It is the responsibility; of the landowner to be aware of the Town Ordinances and to obtain all necessary Permits before starting construction. Each construction project must conform to the Building Permit Ordinance and all applicable codes. When in doubt, whether or not a Permit is required, it is advisable to consult with the Planning Board.

Process of Obtaining a Building Permit:

1. Go to the Machiasport Town Office and obtain a Building Permit Application.
2. Return the completed Application with fee to the Town Office no later than 12:00, noon, on the Friday before the scheduled monthly Planning Board Meeting.
3. Attend or send a representative to the Planning Board Meeting to discuss or answer questions pertaining to the application.
4. The Permit is approved or denied at the meeting. If approved, construction can begin and the Permit is valid for a period of two (2) years. If denied, the landowner may appeal to the Board of Appeals and get an Appeal Application at the Town Office.

Note: Code Enforcement Officer (CEO)
Permits must be obtained from the CEO.
Contact Town Office for more information.

Building Permits are Required:

- Building new construction
- Altering/adding beyond the original footprint
- Replacing, removing, or relocating a building/structure, mobile home/trailer
- Adding or erecting a temporary building/structure for more than ninety (90) days
- Adding a porch/deck greater than 25 sq. ft.
- Installing a manufactured home/ mobile home/trailer
- Building a free-standing structure not attached to another building greater than 120 sq. ft.
- Installing a driveway or culvert
- Installing an outdoor wood-fired furnace
- Adding one (1) or more bedrooms
- Roofing – if increasing the volume such as raising a roof or adding a dormer
- Building a foundation: (Slab, Frost Wall, Basement)
- Constructing a permanent or temporary pier
- Constructing a windmill or tower, including but not limited to a communication tower
- Changing the use of a property, for example, converting an apartment, business, or residence to commercial use and vice versa

Building Permits are Not Required:

- Constructing any building/structure not attached to another building/structure less than 120 sq. ft.
- Painting, decorating, renovating interior as long as it does not increase the number of bedrooms
- Shingling a roof
- Repairing in general so long as the work does not modify the building’s or structure’s lateral dimensions
- Construction of a porch/deck 25 sq. ft. or smaller

Permits are Needed from CEO:

- Moving 10 cu. yds. of material in/out of the Shoreland Zone
- Adding any construction in the Shoreland Zone
- Installing a Septic System (HHE-200)
- Replacing a Septic System (HHE-200)
- Harvesting Timber in the Shoreland Zone

Fees:

\$40 Building Permit Application
\$40 CEO Permit Application
\$40 Driveway/Culvert Application
\$100 Penalty Fee if construction begins before Permit has been approved.
(After-the-Fact-Fee)

