

## **GUIDELINES FOR NEW HOUSE PERMITS**

No two home sites are the same so the procedure for permitting one may not be the same as for another. When planning your home, consult the Code Enforcement Officer as early in the process as you can (prior to purchasing your lot, if possible). This will simplify obtaining your permit and building your home. The Code Enforcement Officer can be reached at (207) 475-1308, [ceo@kitteryme.org](mailto:ceo@kitteryme.org) or you can stop in during Walk-In Hours found on the Department website.

***The checklist that follows is meant only as a guide and includes steps that may not be necessary on a given project.***

1. Determine the tax map and lot numbers of your proposed site. This information may be obtained at the tax assessor's office (207) 439-0452.
2. Determine the zoning district of your proposed site and review the standards required in that district. Copies of the Zoning Ordinance are available for review or purchase at the Town Office, Monday – Thursday, 8 AM to 6 PM.
3. Does the lot appear to be in the Shoreland Zone?
4. Does the lot appear to be in the Federally determined "Flood Zone?" Flood maps are available for inspection at the Town Office.
5. Determine whether municipal sewer and water serve the proposed site.
  - a. Sewer – Call the Waste Water Treatment Plant (207) 439-4646. Ask for any fees you may be charged.
  - b. Water – Call the Kittery Water District (207) 439-1128. Ask for any fees you may be charged.
6. If sewer is NOT available at the site, you must contact a state licensed Site Evaluator to locate and design a septic system appropriate to the residence you plan to build. A BUILDING PERMIT CANNOT BE ISSUED WITHOUT A SEPTIC DESIGN WHERE MUNICIPAL SEWER IS UNAVAILABLE.
7. Mark the outline of the proposed building on the site using stakes to mark corners or another clearly visible marking method. Be sure the property boundaries are clearly evident. All buildings and structures (including pools, sheds, decks, etc.) should be staked as none may infringe on the yard set back standards for your zoning district and any overlays (Shoreland, Resource Protection, Commercial Marine Fisheries).
8. Represent what you have staked on the proposed lot on a "site plan". A site plan is a map of the lot showing its outlines and the locations of the proposed building(s) or structure(s) with distances from each property line clearly indicated. Indicate the location of your proposed driveway with particular attention to where it enters the public road or right-of-way.

9. If your driveway enters onto a town owned road you will need to obtain a driveway permit from the Public Works Department office. If you are not sure whether you enter onto a town road, contact the Public Works Department at (207) 439-0333.
10. Call the Code Enforcement Officer to make an appointment to conduct an inspection of your proposed building site.

Bring to this inspection:

- a. Site Plan
- b. Driveway Permit
- c. Septic Design (State Form HHE-200) if municipal services are not available
- d. Building Plans

At the site inspection, the Code Enforcement Officer will review:

- a. House location in relation to the property lines
- b. Acceptability of septic design and location
- c. Impact on wetlands/shoreland, if any

After this review, the Code Enforcement Officer will either:

- a. Indicate your project can be granted a permit, or;
- b. Request that you supply more information, or;
- c. Request additional time to make a determination, or;
- d. Deny your permit request.

11. Regardless of the result of the site inspection, call the Code Enforcement officer to either:
  - a. Get a building permit, or;
  - b. Make an appointment to discuss what might have to be adjusted to get a building permit, or;
  - c. Be informed of the specific reason for denial of your permit request and your right to appeal to the Zoning Board of Appeals.
12. If a building permit is to be issued, submit the following documentation as part of your online building permit application through Viewpoint Cloud on the town's website:
  - a. Driveway Permit (if needed)
  - b. Septic design (3 copies signed, and dated by the designer and homeowner must be physical copies, not electronic).
  - c. Building plans including minimal floor plans and elevation drawings for foundation and framing.
  - d. Site Plan

The permit fee will be determined at the time of permitting as determined by the value of work for the construction.

**IF YOU PLAN TO ENGAGE A GENERAL CONTRACTOR TO BUILD YOUR HOME IT IS ADVISABLE TO HAVE THAT PERSON PRESENT AT PERMIT ISSUANCE.**

Please understand that this list is a guideline and that there may be cases where items not found on this list may be of importance in the permitting process.

Should you have any questions at any time during this process, please contact the Code Enforcement Officer at (207) 475-1308 or [ceo@kitteryme.org](mailto:ceo@kitteryme.org).