

**Town of Otisfield  
403 State Route 121  
Otisfield, Maine 04270**

**BUILDING PERMIT CHECKLIST**

- 1. Permit application (remember to date, sign and fill out completely) including proposed and present use.
- 2. Driveway opening permit marked and signed by the Road Commissioner or MDOT.
- 3. HHE-200 subsurface wastewater disposal application (septic) forms by licensed Site Evaluator (3 signed copies)
- 4. Soil erosion control plan.
- 5. Plans or drawings of proposed construction –
  - A. Foundation w/ cross section
  - B. Floor plan
  - C. Cross section of building
  - D. Side and front elevations
- 6. Recorded deed and purchase and sale, or copy of deed, or if recently transferred, a letter of authorization to draw permit is needed to prove interest in property.
- 7. Site plan drawn to scale – Shows all setbacks and size of all buildings and relationship to other features on – site, ie: utilities, underground or overhead, wetlands, culverts, septic system including tank and field, well, easements and driveways.
- 8. When commercial power is supplied, (ie. CMP) it will be inspected by the CEO.
- 9. Project location (building envelope) identified by means of staking, tree clearing, etc – on site.
- 10. Obtain applications for a House Number and Notification for New Property Owner from Otisfield Town Office.

**Dimensional requirements are the responsibility of the applicant and/or owner of the property.**

\_\_\_\_\_  
Code Enforcement Officer

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Applicant / Owner

\_\_\_\_\_  
Date: