

TOWN OF BROWNFIELD



PROCEDURE FOR OBTAINING A BUILDING PERMIT

Effective March 16, 2021

1. For a new house or structure, read copy of Land Use Ordinance for setback requirements, etc. In general, structures need to be 55' from the center of the road and 25' away from side and rear property lines.
2. Driveway cuts on state roads require an approved DOT permit. Driveway cut on town roads need permit from the Town.
3. Submit Sub-Surface Waste Water Design (Form HHE200) to Plumbing Inspector for his approval.
4. Present HHE200 with sticker and signed approval from Plumbing Inspector to the Code Enforcement Officer (CEO).
5. Fill out a Building Permit Application and submit to CEO (30-day pending approval period is allowed).
6. After Building permit is granted, CMP Certificate of Compliance 1190 (electrical hookup) needs to be filled out by property owner and signed by CEO before electrical service can be supplied.
7. An Occupancy Permit is required from the CEO prior to moving into the new residential or commercial structure. The fee for this per
8. A minimum permit fee (for small structures under 200 sq ft) is \$35.00.
9. Permit fees are based on the following and are subject to change

New Residential Construction

\$0.25/sq foot for finished space
\$0.15/sq ft for unfinished space

New Commercial Construction

\$0.50/sq ft for finished space
\$0.20/sq ft for unfinished space
\$0.15/sq ft for unfinished space over 20,000 sq ft

Renovations

\$50.00 flat fee for minor renovations
\$0.10/sq ft for major renovations

First Renewal

½ the cost of the original permit

Second Renewal

Full cost of the original permit

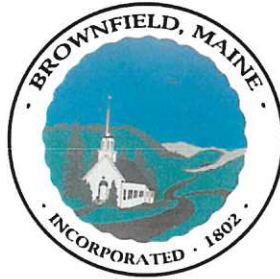
Additional Fees

\$100 fee for Shore land


Sheds

\$35 flat fee for over 120 -200 sq ft


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10. Commercial use may require a Change of Use Permit by the Planning Board
11. New building lots require two acres of buildable land with 150' of frontage. Any existing lots of record (which may be smaller than two acres) may be built upon but must meet dimensional standards of current Land Use Ordinance. However, State Plumbing Code requires 20,000 sq ft for sub-surface wastewater disposal systems.


William Flynn, Chair – Selectmen


Erik Walker – Selectmen


Ricky Emery – Selectmen


Michael Vane – Code Enforcement Officer / Plumbing Inspector