



Code Enforcement Office
55 Front Street | Bath, ME 04530
Phone: (207) 443-8334
permits@cityofbathmaine.gov
www.cityofbathmaine.gov

Office Hours
Monday 7:30 AM-5:00 PM
Tuesday 7:30 AM-5:00 PM
Wednesday 7:30 AM-5:00 PM
Thursday 7:30 AM-5:00 PM
CLOSED FRIDAY

PERMIT REQUIREMENTS & CONDITIONS

City of Bath Code Enforcement Office

The following conditions apply to permits issued by the City of Bath Code Enforcement Office unless otherwise noted. Additional requirements may apply depending on the type and scope of work, applicable codes and ordinances, approved plans, and conditions of approval.

1. PERMIT REQUIREMENTS & EXPIRATION

The permit to which these conditions are attached is the **building permit**.

Separate permits are required for applicable **electrical and plumbing work**.

Building permits are subject to appeal for **30 days from the date of issuance** in accordance with the City of Bath Land Use Code. A building permit expires if:

- Work is not commenced within **6 months**;
- Work is discontinued or lapses for a period of **6 months**; or
- The project is not substantially completed within **18 months**.

If additional time is needed before the permit expires, the permit holder may request an extension in accordance with **IRC Section R105.5**. Extensions must be requested in writing and are subject to approval by the Building Official. All work must comply with applicable codes and ordinances, approved plans, and permit conditions.

City of Bath Land Use Code §4.13 and 2021 IRC §R105

2. PROPERTY & LEGAL CONDITIONS

Permit approval is based on the information provided to the City and municipal records available at the time of review.

Property boundaries, ownership, easements, deed restrictions, subdivision or merger issues, and other private property matters may affect a project but are not necessarily established or verified through the building permit process.

The property owner and permit applicant are responsible for identifying and resolving these matters where applicable. Assistance from a **qualified land surveyor or attorney** may be necessary.

Issuance of a permit does not establish property ownership, determine property boundaries, or resolve private property rights.

3. REQUIRED INSPECTIONS

Required inspections vary depending on the type and scope of work.

For new dwellings, a preconstruction inspection is **REQUIRED** before construction begins to review the proposed building location and applicable zoning requirements. The building location must be staked and applicable property lines identified before the inspection.

Typical inspections may include, but are not limited to:

- Stake-out inspections;
- Foundation before backfill;
- Rough framing;
- Rough electrical and plumbing before insulation or concealment;
- Insulation and applicable energy-code inspections;
- Final inspection; and
- Other inspections required by the approved plans, applicable codes, or permit conditions.

Work must remain accessible and visible until required inspections have been completed.

To schedule an inspection, contact the Code Enforcement Office and provide the **property address, type of inspection requested, and proposed date and time**.

Where a Certificate of Occupancy is required, all applicable inspections must be completed before issuance.

4. SETBACKS & PROPERTY LINES

The property owner and permit applicant are responsible for identifying applicable property lines and maintaining required setbacks. Setbacks are measured from the **property line to the nearest point of the structure**. Depending on the construction, this may not necessarily be the exterior wall. The edge of pavement, curb, sidewalk, or traveled way should **not be assumed to be the property line**. Public rights-of-way frequently extend beyond these features. Where the location of a property line is uncertain, additional information may be required to verify compliance. A survey by a qualified land surveyor is recommended where necessary to establish the location of a proposed structure.

5. UTILITIES

Known City sewer infrastructure will be reviewed where applicable to determine whether it may affect the proposed work.

New construction must generally maintain at least **10 feet of separation from City sewer lines** unless otherwise approved by the Director of Public Works.

Other utilities—including private sewer, water, electrical, gas, and communication lines—may also affect a project. The property owner and permit applicant are responsible for identifying these conditions and making the City aware of them where they affect the proposed work.

CALL BEFORE YOU DIG

Contact **Dig Safe** (dial 811) before excavation begins. Dig Safe identifies participating utility-owned underground facilities but does **not** locate privately owned utility lines.

6. ENGINEERED MATERIALS & DESIGNS

Projects using **engineered trusses, engineered lumber, structural steel, proprietary structural products, or construction methods outside the prescriptive provisions of the applicable building code** may require supporting design documentation.

Depending on the product or design, documentation may include:

- Manufacturer's installation instructions;
- Manufacturer's engineering;
- Evaluation reports;
- Engineered shop drawings; or
- Plans and calculations prepared by a Maine-licensed design professional.

Required documentation must be provided to the Code Enforcement Office when requested and must be available for applicable inspections.

Products and systems must be installed in accordance with their approved design and manufacturer's installation requirements.

7. SPECIAL INSPECTIONS

Certain projects may require third-party **special inspections** under the applicable building code or as specified by the design professional.

Where required, the permit applicant and/or their agents are responsible for arranging these inspections and providing required reports and documentation to the City.

2021 IBC Chapter 17

8. SMOKE & CARBON MONOXIDE ALARMS

Where required by applicable code or Maine law, **smoke alarms and carbon monoxide alarms must be installed and operational**.

Requirements vary depending on the type of building, scope of work, presence of fuel-fired appliances or attached garages, and whether the project involves new construction, an addition, alteration, repair, or an existing building.

Location, power supply, interconnection, and other installation requirements must comply with the applicable adopted codes and Maine law.

Applicable requirements include 2021 IRC §§R314 & R315 and Maine law.

9. INSPECTION DEPOSITS

Except for blasting permits, an inspection deposit of **\$100 or 50% of the permit fee, whichever is greater, not to exceed \$5,000**, is required at the time of permit application.

The inspection deposit will be returned when the permitted work has been **inspected and approved by the Code Enforcement Officer**.

For approved occupancy or use of a partially completed project, the inspection deposit may be returned on a prorated basis based on the work remaining.

If permitted work or equipment is placed into service or use **more than 10 days before the required inspection**, the inspection deposit is forfeited to the City.

10. CERTIFICATE OF OCCUPANCY

Where a Certificate of Occupancy is required, all applicable inspections must be completed and the building must be **safe and ready for its intended use** before the Certificate can be issued.

Required systems and facilities must be **installed, operational, and complete**, including, as applicable:

- Sewer and water;
- Required means of egress;
- Smoke and carbon monoxide alarms;
- Required lighting;
- Heating and other required mechanical systems; and
- Other required life-safety systems.

For new dwellings, required **blower-door and radon test results** must be provided. Where permitted, a temporary Certificate of Occupancy may be issued for up to **30 days** to allow completion of required radon testing.

Where portions of a building remain incomplete:

- Unfinished electrical work must be secured against contact with energized components; and
- Doors that do not yet have required stairs, landings, decks, or other walking surfaces must be secured against normal use.

The required **E911 address must be installed and clearly visible** on the building or at the property entrance, as applicable.

All applicable permit conditions and conditions of approval must be satisfied before issuance of the Certificate of Occupancy unless otherwise approved by the appropriate authority.

For projects approved through **Site Plan Review**, remaining required site improvements may be subject to bonding and Planning Board approval pursuant to **§12.14 of the City of Bath Land Use Code** before a Certificate of Occupancy can be issued.

GENERAL INFORMATION

These Standard Conditions are intended to provide general information regarding common permit requirements and do not replace applicable building, electrical, plumbing, mechanical, fire/life-safety, energy, land-use, or other adopted codes and ordinances.

Additional requirements may apply depending on the specific project.

Where a conflict exists between these Standard Conditions and an applicable adopted code, ordinance, approved plan, permit condition, or condition of approval, **the applicable requirement governs**.

–PRIMARY REFERENCES–

City of Bath Land Use Code

Maine Uniform Building and Energy Code (MUBEC)

2021 International Residential Code

2021 International Building Code

2021 International Existing Building Code

2021 International Energy Conservation Code