



**TOWN of HOLLIS  
CODE ENFORCEMENT OFFICE**

**Phone: 929-2251 Fax: 929-3686**

**www.hollismaine.org**

**Office Use Only**

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

Amount: \_\_\_\_\_

Check #: \_\_\_\_\_

Cash: \_\_\_\_\_ CC: \_\_\_\_\_

Permit # \_\_\_\_\_

**BUILDING PERMIT APPLICATION**

**Type of Application**

☐ Residential ☐ Commercial ☐ Sign ☐ Other \_\_\_\_\_

**Project Information**

Proposed Exact Location of Construction (Sketch Attached \_\_\_\_\_): Zone \_\_\_\_\_ Map \_\_\_\_\_ Lot \_\_\_\_\_

Road/Street \_\_\_\_\_ Subdivision \_\_\_\_\_

Description of proposed project (must have plans or sketches, with sizes): \_\_\_\_\_

Estimated Cost of Construction: \$ \_\_\_\_\_

☐ Home ☐ Garage ☐ Addition ☐ Storage Shed ☐ Deck ☐ Pool ☐ After the Fact

☐ Other \_\_\_\_\_

Type of Foundation: ☐ Slab ☐ Sono Tubes ☐ Frostwall ☐ Full Foundation

Sewerage System (Plans Attached): \_\_\_\_\_

Was this lot created in the last five years (must attach deed)? ☐ YES ☐ NO

Is this property classified? ☐ Tree Growth ☐ Open Space ☐ Farmland ☐ Floodplain ☐ Shoreland

**Property Owner Information**

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Applicant Information**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING APPLICATIONS MUST BE FILLED IN COMPLETELY & MUST INCLUDE THE FOLLOWING:**

- ADDRESS, TELEPHONE NUMBER
- INCLUDE PLOT PLAN SHOWING SITE PLAN
- BUILDING PLANS MUST BE ON PAPER AT LEAST 11"X17" SHOWING DIMENSIONS, SIZES AND MATERIALS. PLANS ON SMALLER PAPER WILL NOT BE ACCEPTED.
- SCALE DRAWING OF THE PROPOSED NEW, ALTERED OR RELOCATED BUILDING, OR THE REPLACEMENT CONTEMPLATED
- COPY OF DEED – can be obtained by going to [www.yorkcountymaine.gov](http://www.yorkcountymaine.gov)
- DRIVEWAY PERMITS ARE REQUIRED BEFORE BUILDING PERMITS WILL BE ISSUED ON STATE ROADS. PLEASE PROVIDE A COPY OF THE APPROVED PERMIT WITH YOUR BUILDING PERMIT APPLICATION.

CONTACT MAINE DEPARTMENT OF TRANSPORTATION: 885-7000.  
APPLICATIONS AVAILABLE ONLINE AT:

[WWW.MAINE.GOV/MDOT/TRAFFIC/DRIVEWAYPERMITS/](http://WWW.MAINE.GOV/MDOT/TRAFFIC/DRIVEWAYPERMITS/)

THE ABOVE SUBMISSIONS WILL BECOME PART OF THE APPLICATION.

**APPLICATIONS WILL NOT BE REVIEWED UNTIL APPLICATION IS COMPLETE.**

## **REQUIRED FOR NEW HOME BUILDS PRIOR TO SCHEDULING AN OCCUPANCY INSPECTION**

Excerpt taken from the Town of Hollis Building Code Ordinance:

### **Water Test**

Written evidence of a water test performed on the well in service is required prior to the final inspection is scheduled for an Occupancy Permit. This water test will meet state standards, and if state standards are not available, Maine recommended standards will be used. If state recommended standards are not available, DEP recommended standards will be used. This water test will include a test for Arsenic and Radon. The test shall show as 'passed' or 'acceptable' for 'Primary', arsenic, and radon. The 'secondary' results will only be for information to the owner.

In lieu of the above test, a letter from an approved water testing facility as approved by the Code Enforcement Office stating that all Primary water tests, arsenic, and radon meets state standards, or if state recommended standards are not available, DEP recommended standards will be used.

## SUB-CONTRACTORS

General Contractor / Homeowner \_\_\_\_\_

Permit # \_\_\_\_\_

### ELECTRICAL

NAME: \_\_\_\_\_

LIC #: \_\_\_\_\_

PHONE: \_\_\_\_\_

### SEPTIC

NAME: \_\_\_\_\_

LIC #: \_\_\_\_\_

PHONE: \_\_\_\_\_

### PLUMBING

NAME: \_\_\_\_\_

LIC #: \_\_\_\_\_

PHONE: \_\_\_\_\_

### FRAMING

NAME: \_\_\_\_\_

LIC #: \_\_\_\_\_

PHONE: \_\_\_\_\_

### FOUNDATION

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

### CHIMINEY

NAME: \_\_\_\_\_

LIC #: \_\_\_\_\_

PHONE: \_\_\_\_\_

# Plot Plan

Name \_\_\_\_\_ Map and Lot \_\_\_\_\_

**Provide sketch of proposed construction site. Please show setback lines.**

# Town of Hollis

## Building Permit Fee Schedule

### Residential

New Construction – 1 Story Accessory Structure less than 100 sq. ft. ....	No Permit Required
Fences - 7 ft high or less.....	No Permit Required
Minimum Fee .....	\$75.00
New Construction: Living .....	Finished Area ..... \$1.00 SF
New Construction: Non-Living.....	Finished Area ..... \$0.50 SF
Garage, deck, basement, slab .....	Unfinished Area ..... \$0.50 SF
Sheds .....	Unfinished Area ..... \$0.50 SF
Manufactured Housing: (Modular or Mobile) .....	\$0.50 SF
Lean-to's (open sides/front) .....	\$50.00
Swimming Pools .....	\$75.00
Chimneys .....	\$25.00
Alterations... ..	\$0.50 SF
Solar Arrays – Rooftop & Ground Mount (Building & Electrical Permits Required) .....	\$0.50 SF
Additions to dwellings and other residential structures.....	Same as new construction
Demolitions-All Structures: (taxes need to be paid first) .....	\$50.00
Renewal Fee- expired permits .....	Minimal Fee

### Commercial

Fences - 7 ft high or less.....	No Permit Required
Minimum Fee .....	\$100.00
Business/Institutional – (office, schools, church, professional, etc.) .....	\$1.50 SF
Mercantile/Commercial – (sales, service, stores, markets, etc.).....	\$1.50 SF
Industrial/Manufacturing – (processing, production, utilities, etc.) .....	\$1.50 SF
Storage/Utility – (Warehouse, mini-storage, lumber yard, parking garage, etc.).....	\$1.00 SF
Additions to commercial buildings.....	\$1.50 SF
Alterations of commercial buildings.....	\$1.00 SF
Fuel Tanks:	
A. Tanks for Storage of Gasoline, Diesel Fuel or Oil: 300 gal or over ... ..	\$50.00
B. Propane Tank in Excess of 300 Pounds.....	\$50.00
C. Removal of Tanks .....	\$50.00
Signs (per sign).....	\$50.00
Solar Farms (Building & Electrical Permits Required)	
A. Up to 9,999 kw.....	\$0.50 SF
B. Over 10,000 kw.....	\$0.25 SF
Kennels, Greenhouse, Pole-type Structures, (Storage Shed-type w/earth floor)....	\$0.50 SF
Additional Antenna on Tower.....	\$100.00
Renewal fee – expired permits... ..	Minimum Fee

**STRUCTURAL WORK COMMENCED PRIOR TO THE ISSUANCE OF PERMIT,  
WILL BE CHARGED DOUBLE FEES.**

**Town of Hollis  
Building Permit Fee Schedule (cont.)**

**Electrical Permits**

Residential ..... \$75.00  
Commercial ..... State Permit Required

**Plumbing Permits**

Minimum Fee.....\$40.00  
Fixture..... \$10.00  
Permit Transfer..... \$10.00

**Septic Permits**

Non-Engineered System... ..\$250.00 + \$15.00 DEP Fee  
Replacement Disposal Field (other fees as per State Code)... .. \$150.00

**Miscellaneous**

Driveway – Road Commissioner approval or State Permit required before issuance..... \$50.00  
Home Occupation... ..\$75.00  
Re-inspection Fee... ..\$50.00  
Stop work removal fee... .. \$250.00