

# Building Permits: Do I Need One or Not?

## PURPOSE

Building permits are part of the development process that monitors the safety and workmanship of construction, installation and repair work. Included in the process are measures to protect the value and livability of nearby properties. In order to build, alter or demolish any structures in the city, you need to first obtain a permit. There are several reasons why getting a permit and having the work inspected by the City is good business:

1. The proposed work or plan is reviewed by certified people to ensure code compliance and life safety protection before any work is actually done.
2. A permanent record is created about the property so that anyone who is interested can see that improvements have been done according to code requirements.
3. The actual work is inspected by certified people who are concerned with code compliance and life safety protection.
4. The community is assured that building setbacks and minimum standards for design and construction are met. This helps to protect property values throughout the city.

## WHO CAN OBTAIN PERMIT?

Homeowners (owner-occupant of a single-family dwelling) can obtain their own permits and perform work themselves if they are capable of doing the work. For property that is not owner-occupied, absentee- owners are able to obtain building permits for repair work but must use licensed contractors for plumbing, mechanical and electrical work.

## WHEN DO I NEED A PERMIT? A permit is generally required for:

- House Moving (County Road Commission )
- Building Construction and Repair
- Demolition of Structures
- Roofing and Repair (If stripping or replacing/repairing trusses)
- Pool/Spa Installation (If over 24" deep)
- Plumbing
- Enlarging windows and doors by changing headers and jambs
- Gas (piping and appliance relocation or addition)
- Electrical Work (adding new circuits, changing from fuse to breakers, upgrading to larger amp services, etc.)
- Satellite Antenna Installation
- Mechanical (furnaces, air conditioners, etc.)
- Siding Installation (Only if changing structural elements., otherwise permit not required.)
- Additions - zoning approval is also required
- Basement Waterproofing System
- Porches – adding new porch, replacing structural elements, tying in to structural elements of home
- Block & Masonry Work Railings

- Change of Use - zoning approval is required
- Demolition – demolition Permit is necessary.
- Decks – adding new deck if tied in to structure
- Doors – Cutting in new exterior, entrance, and patio doors
- Garage - zoning approval is required
- Sheds (over 200 sq./ft) – See separate sheet on sheds and garages
- Sheds on commercial (over 120 sq./ft) – see separate sheet on sheds and garages
- Signs - zoning approval is required
- In-ground Pools and Spas with a depth of 24” or more
- Roofing (ice sheathing required on edge and 24” behind wall line)
- Siding (including soffit, fascia, and awnings if changing structural elements)
- Stairs/Steps
- Structural Changes - all interior/exterior load bearing and/or non-load bearing changes require permits
- Wheel Chair/Handicap Ramps - zoning approval is required
- Windows where framing has been changed
- Additions of room(s)

**WHEN DO I NOT NEED A PERMIT?** Most of the improvements that you intend to make to your property will require a permit from the City of Bangor. Only casual, minor and inconsequential work may be done without a permit. **Permits are generally not required for the following:**

- Air Conditioner - Install window unit (window not removed)
- Air Conditioner - Repair
- Door - Replace existing door only, no replacement of jamb
- Electric Outlet, Fixtures or Switch - Replace existing one or install any combination of 2 or less
- Faucet - Replace existing one in same sink
- Heating Unit - Repair
- Painting
- Roofing - Repair costing less than \$500 (labor & materials) and not exceeding 25% of any one roof section
- Screen Porch - Replace screening
- Siding Repair or New that does not change structural elements
- Soffit or Fascia Repair
- Window casement replacement in existing opening
- Cabinets & Counter Tops
- Floor Covering (carpet, linoleum & tile)
- Interior Trim Work
- Painting (interior or exterior)
- Retaining Walls (under 4 ft)
- Storm Doors & Storm Windows
- Replacement of window casements and glass
- Siding that does not change the structural elements
- Roofing without needing to strip existing shingles

## WHERE DO I APPLY FOR A PERMIT?

You can obtain permit applications at City Hall, 257 West Monroe Street. Depending upon the nature of the work to be done, the application will require you to provide such information as a site plan; foundation plan; floor plan; electrical, plumbing, mechanical and gas layout; and wall section drawing. Minor construction permits can generally be processed within one workday if all required documentation is provided.

When you receive your permit, you must post the permit placard at the construction site and so that it is visible from the street.

Failure to obtain a permit prior to beginning construction may lead to a double cost for a permit.

## HOW IS MY PROPERTY INSPECTED?

The person obtaining the permit must call Bangor City Hall (427-5831) and schedule the required inspections at least 24 hours in advance. Information on when inspections are required is available at the Department. In addition, if the work authorized by the permit is suspended or abandoned for a period of 180 days, then the permit is considered invalid and a new permit must be obtained before work can resume.

## BUILDING INSPECTORS FOR THE CITY OF BANGOR

General Building and Occupancy Inspector: Charles Moore (427-8328)

Electrical Inspector: Dick Burrows (637-3203)

Mechanical Inspectors: Walt DeVisser (427-7543)

State Plumbing Inspector: Phyllis Centers (428-7890 or 427-7868)

(All are in the 269 area code.)

These Inspectors work "On Call" for the City of Bangor and other area municipalities. Please allow time for them to be able to respond to your request for an inspection. If you call and get an answering machine for one of the inspectors, please make sure to speak clearly and leave a telephone number for a return call.