

Town of Westport Island

Fee Schedule for Building Permits and Subdivision Review

Building Permits

\$0.15 per square foot of functional space for each new dwelling unit or principle structure

\$0.10 per square foot of functional space for each new building addition

\$0.10 per square foot of functional space for each new accessory structure including, but not limited to sheds, porches, decks, garages, barns, workshops and stairs associated with an existing principle structure.

\$75 for each new wharf, pier, ramp and float (requires pier permit application) + \$100 if Planning Board review is required.

The minimum fee for any building permit is \$25.00

After the fact permit fee (starting work without permit); triple the permit fee and possible enforcement action.

\$100 Additional fee for applications requiring Planning Board review.

Subdivision Review Fees

\$100 per lot or dwelling unit application fee, plus mailing and advertisement costs

\$100 per amendment or revision application fee, plus mailing and advertisement costs

Administrative Notes

- Fees are rounded down to whole dollars
- Permits will not be issued or projects scheduled for review until fee is paid
- Functional space includes basements and attics only when accessed by a fixed stairway and being finished
- The fees noted above are Town of Westport Island fees only. Other fees, including State fees may apply (e.g. Plumbing Permit fees include a DHS "Supplemental Fee" and a "Water Quality Improvement Fund" fee. See the Plumbing Inspector for details.

Application for Variance or Appeal of the Building Code Fees

The following fees should accompany a petition for variance or appeal as they are applicable:

Residential (single lot)	\$75.00
Commercial	\$100.00

Subdivision		
Minor Subdivision	\$100.00	
Major Subdivision	\$100.00 plus \$5.00 for each lot over 5	

In addition, applicant shall pay reasonable review costs incurred by the municipality including, but not limited to, review of the application by the municipal engineer or by legal counsel.

Building Permit Application

Instructions

ALL PERMIT APPLICATIONS

- Completed permit application
 - Obtain Valid E-911 address
 - Install required signage
 - Correct map & lot #
 - Appropriate fee enclosed
 - Application signed
 - If application is not signed by owner, attach letter of authorization

- Drawings of proposed construction
 - Include all dimensions
 - Show proposed use of area
 - Include cross sectional drawing showing maximum height of structure above grade
 - Identify and dimension all proposed and existing driveways, parking areas and other non-vegetated surfaces

- Site plan
 - Show entire parcel
 - Show any road / rights of way
 - Identify existing structures
 - Locate proposed construction on plan
 - Show setback from all lot lines and sidelines of roads or rights of way
 - Show magnetic north on plan
 - Identify existing and proposed cleared openings in vegetation

- Plumbing Permit

Any proposal including the installation or alteration of plumbing systems requires a permit from the Plumbing Inspector. Proposals involving the installation or alteration of a subsurface wastewater disposal system, or include the addition of one or more bedrooms, require an approved plumbing permit be submitted as part of the building permit application.

Upon installation of a new well, or refurbishment of an existing well, property owners are requested to submit a Well Data form to document the well characteristics. This will help the town monitor groundwater quality and quantity resources on the island.

Homeowners with underground storage tanks for propane are requested to submit an Underground Propane Storage Tank locator form (form can be seen by clicking here). This will assist the Volunteer Fire Department in shutting off the propane flow to the home in the event of a fire.

- Soil and Erosion Control Plan
 - Activities that involve filling, grading or excavation require a plan for soil and erosion control. (See Soil Erosion and Sediment Control Plan form)
 - See Westport Island Shoreland Zoning Ordinance for details

Shoreland Zoning Applications

- Information required for 'All Permit Applications'
 - Complete Shoreland Zone section of application
(Slopes >20% apply only to proposed building site, not lot in general)
 - Identify water body or wetland
Show setback from the high water line or upland edge of the wetland

Sample Site Plan:

