

“Almost” Everything You Need to Know to Apply for and be Granted a Building Permit in Solon, Maine

Do I need a building permit?

If you plan to build a structure, which has 200 sq. ft. or more of floor area and is not an addition to an existing structure, you must have a building permit prior to commencement of construction. If you are planning to build an addition to an existing structure which will have 100 sq. ft. or more of floor area, you will need a building permit.

Where do I get my building permit?

Building permits are issued by the Planning Board. Permit applications are available online, from the Town Clerk as well as the Planning Board. These applications are reviewed at Planning Board meetings which are held on the second and fourth Tuesday of each month beginning at 7:00 p.m. at the Solon Municipal Office building.

How do I fill out the application?

The permit application is strait forward. Simply answer all the questions to the best of your ability. Be certain to include a site plan that depicts the items listed on the application. Check off the boxes on the application as you draw each item on your site plan. Site plans are required. **Applications which are not accompanied by a site plan cannot be reviewed and will be returned.**

If you plan to build a new residential building or camp, you will need to have a soil test and wastewater system design done by a licensed soil scientist or site evaluator. A copy of this test and system design must accompany your application.

What if I don't know how to answer some of the questions?

The Planning Board will help you complete the application if needed. However, the Planning Board can not do the site plan for you as they will not have the information needed. Such information would include distances to property lines and water ways, distances to wells or septic systems. This is your responsibility.

Do I need to attend the Planning Board meeting?

Not necessarily. However, it would be very helpful and generally will expedite the review process. Very often, when the applicant is present to answer questions about the applications, the review can be finalized in one meeting. However, if correspondence through the mail is necessary, the process can be lengthy as the Board meets twice each month on the **2nd and 4th Tuesday at 7:00 pm** in the Town Office Conference Room. Do not be apprehensive about attending the meeting, the Board is friendly, accommodating and there to help you.

How long will it take to get my permit?

Depending on the complexity of the proposed construction, the completeness of the applications and any accompanying paperwork (i.e. site plan and septic plans), the process can often be completed in one meeting. Permits may require a site visit by the Code Enforcement Officer prior to approval.

But I need my permit now, the builders are coming tomorrow!

We regret any inconvenience; however, it is your responsibility to acquire your permit prior to construction.

How much does it cost for a building permit? (Fee Schedule as of April 1, 2023) (**plus any additional costs)

Residential	\$100	Shoreland Zoning	
Residential Accessory	\$60	Building Permit	\$200
Commercial	\$200	Accessory Building Permit	\$100
Commercial Accessory	\$100	Commercial Permit	\$250
New Entrance Permit	\$20	Subdivisions	
Addressing Application	\$10	Pre-Application Meeting Fee	\$200
Site Plan Review – Minor	\$100**	Preliminary Plan Review Fee	\$80 per lot
Site Plan Review – Major	\$200**	Final Plan Review Fee	\$200 per lot**

** Other Fees: Applicant pays the cost of legal notices, mailings, copying, inspections, legal advice, technical reviews and any other costs associated with the permit review process.

** Late fees are assessed at an additional charge.

** Renewal applications can be processed at a rate of 50% of the original application fee

** “After-the-fact” permits are double the cost of the original permit.

Definition of Accessory: Residential or commercial permits are for individual structures. Accessories are additions to existing structures. See the Planning Board to verify the fee(s) for your particular project.

How long is my building permit valid for?

Building permits are valid for 1-year from the date it is approved. You can renew your application for an additional year at a rate of 50% of the original application fee.

What other permits might I need before I get started?

- Shoreland Zone Permit – for clearing vegetation, earth moving or construction within the Shoreland Zone (as determined by the current Shoreland Zoning Ordinance). Permit obtained from the Planning Board.
- External Plumbing Permit – for the installation of a wastewater disposal system. Permit obtained from the Plumbing Inspector.
- Internal Plumbing Permit – for the interior plumbing during construction. Permit obtained from the Plumbing Inspector.
- Site Plan Review – for the development of land for commercial, industrial or recreational purposes on one acre or more.
- Subdivision Review – for land division or construction of multiple residential or rental units on a lot. Permit obtained from the Planning Board.
- CMP Pole Placement Permit – a notification number must be obtained from Central Maine Power. The permit can be obtained online from CMP or the Town Clerk. The permit must be submitted to the Planning Board for review and approval.
- TDS Utility Permit – for phone line hookup. Permit obtained from TDS Telecom. Permit must be submitted to the Planning Board for review and approval.

I have more questions. Who do I ask?

Planning Board meetings are open to the public and are a great place to ask questions regarding your permit. Additionally, the Planning Board Chair is in the office on Wednesday evenings from 5:00-6:00 p.m. You can come in, call the office at (207) 643-2812 or email them at townofsolon.planningboard@yahoo.com.