



City of Caribou, Maine

*Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 498-3954
www.cariboumaine.org*

CARIBOU PLANNING BOARD Wednesday, July 2nd, 2014 5:30 PM-Council Chambers

AGENDA

- I. Call Meeting to Order**
- II. Public Input**
- III. Minutes of June 4, 2014 Meeting**
- IV. New Business**
 - A) Approval of Home Occupation Application
 - B) Approval of New Application Form for Home Occupations
 - C) Approval of New Application Form for Daycares
 - D) Nuisance Property Ordinance Update/Workshop Scheduling
 - E) Comprehensive Plan Update
- V. Adjournment**

Posted June 25, 2014



Tony Mazzucco, Assistant City Manager



City of Caribou, Maine

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Caribou Planning Board Meeting Minutes Wednesday, June 4, 2014 @ 5:30 pm City Council Chambers

In Attendance: Jim Cerrato, Bob White, Graham Freme, Todd Pelletier and Philip McDonough III

Members Absent: Phil Cyr and Matthew Hunter

Others in Attendance: Tony Mazzucco Assistant City Manager, Julie Daigle Power of Prevention, Paige Cole, Philip McDonough II and Denise Lausier

- I. Call Meeting to Order** - The meeting was called to order at 5:30 pm.
- II. Minutes of May 7, 2014 Meeting** – Bob White moved to approve the minutes as presented with an amendment stating that Todd Pelletier “commented”, he didn’t question, that the City of Caribou needs to go by MUBEC standards; seconded by Philip McDonough III; Vote was unanimous.
- III. Public Input** – Julie Daigle from Power of Prevention was present to speak on Complete Streets language in the Comprehensive Plan and to ask the Board to consider all users when making a road. Tony Mazzucco asked Julie to email him some bullet points and language to add.
- IV. New Business** –
 - A) Daycare Application** – Tony Mazzucco explained that a site visit was conducted, the lifesaving check was in compliance and all cleared with the State Fire Marshal’s Office. There is a deck on the home that would meet code for an outdoor play area if they put up a gate and Tony suggested that it could be used as their play area until the yard is fenced in. Scott Susi, Fire Chief and Tony Mazzucco measured and it met requirements size wise. Tony Mazzucco recommended approving the application. Paige Cole stated that Bethany, the Child Care Licensor from the State has given her a checklist of requirements she needs to meet in order to get her license and the last thing she needs is a letter of approval from the City to obtain her license. She has a target date of June 23rd for opening of her daycare, Cole’s Creative Child Care. The only sign to the daycare is at the entrance, which is separate from the home.
The Board reviewed the application checklist. Tony Mazzucco commented on some of the criteria:
 - E. Pedestrian Circulation – no problems with that
 - F. Site Condition – 2011 home, good clean property
 - G. Open Space – good open space
 - H. Sanitary Sewage & I. Water – in conformance with State
 - J. Emergency Vehicle Access – Chief Susi had no concerns

- K. Waste Disposal – no trash evidence
- L. Buffering – well buffered from neighbors (Tony stated there is only one neighbor and they were notified of the application)
- M. Natural Areas – N/A – it's in a rural zone
- N. Exterior Lighting – adequate

Bob White moved that M and O-Z on the checklist be marked N/A; seconded by Todd Pelletier; Vote was unanimous.

Todd Pelletier moved that A-L and N on the checklist be marked Yes; Vote was unanimous.

Tony Mazzuco recommended the Board approve the application with the condition that if the deck be used as an outdoor play area, it needs to be gated, if the yard be used as the outdoor play area, it needs to be fenced in. Bob White moved to approve the application with the condition that the outdoor play area is fenced in, seconded by Todd Pelletier; Vote was unanimous.

B) Review Nuisance Property Ordinance progress – Tony Mazzuco said the next step is a workshop with property owners, perhaps in August. Jim Cerrato questioned sending out a mailing to absentee landlords about the workshop. Tony stated that the Section 8 landlord listing was used last time they did a mailing and that the City doesn't have a registry of landlords. The Board discussed duly authorized agents and the need to have notarized documentation from landlords. They also discussed the appeal process and how it makes for good due process.

C) Comprehensive Plan Update – Tony Mazzuco explained the status of the Comp Plan, it will have a completed narrative section for each chapter, policies and strategies that the State requires in there, may have a checklist from the State to go over, policies and strategies that the Board would like in the Comp Plan based on the work that's been done the past year and a half and the discussions with the community, as well as implementation of punch list items and who is responsible for them. Then, it will be polished up as a pre-draft and will have one more session with the public to see what other things need to be added. From there, it will be submitted for comments from NMDC and the State. The process is taking a little longer than expected, but is moving towards a conclusion. Currently, there is about 85-90 pages, not including maps and a couple of chapters.

Tony Mazzuco gave an update on work in Code Enforcement. The City Council ordered a nuisance at Lazy Acres Trailer Park to be abated. The owner said he had no intention of doing any more at the property. Lazy Acres has had a long history of land use and environmental violations and concerns. The City will be closing down the trailer park.

V. Adjournment – Todd Pelletier moved to adjourn the meeting at 6:00 pm; seconded by Grahm Freme; Vote was unanimous.

Respectfully Submitted,

Robert White
Planning Board Secretary

Site Design Application

Planning Board
City of Caribou
25 High St.
Caribou, Maine 04736

Attn: Tony Mazzuco, Asst. City Manager
(207) 493-3324 X 224

Note to Applicant: Complete this application and return it with the required documents. In addition, the required fee must be returned along with this completed application. Make checks payable to: "City of Caribou", in the amount of \$90.00 plus \$10.00 per 2000 square feet of total gross floor area for commercial, industrial or other non residential applications.

Please print or type all information

Name of Property Owner / Developer: Jaime St. + Debora A Cys

Development Name: _____

Location of Property (Street Locations): ~~XXXXXXXXXX~~ 368 Sweden St

City of Caribou Tax Map: 40 Lot: 34 Zone: R-1

Site Design Review Application – City of Caribou, Maine

Site Design approval will not be considered complete until the Planning Board has determined it has all of the necessary information to review the proposal and render a decision. You are advised to meet with the Code Enforcement Officer prior to completing the application as it may not be necessary to comply with all of the items shown on the form. The review of your application shall consist of at least (2) two presentations to the Planning Board and possibly additional presentations until all required information has been provided. A "Performance Bond" may be required prior to approval of this project.

Applicant Information

Please provide a brief description of this project.

Adding on to our entry to create a Main Shop.

Person and address to which all correspondence regarding this application should be sent to:

368 Sweden St

Phone: 498-3914

Carbon Mo. 04736

Debbie & Jamie Cyp

E-mail: debbucyp16@gmail.com

If applicant is a corporation, check if licensed in Maine () Yes (X) No
(Attach copy of Secretary of State Registration)

Name of Land Surveyor, Engineer, Architect or other Design Professionals. (attach list if needed)

Phone: _____

Phone: _____

What legal interest does the applicant have in property to be developed (ownership, owners representative, option, purchase & sales contract, etc?)

(Attach supportive legal documentation)

General Information

Aroostook County Registry Deeds: Book # 2489 Page # 230 (attach copy of deed)

What interest does the applicant have in any abutting property? _____

Is any portion of the property within 250 feet of the normal high water line of a lake, pond, river, or wetland or within 75 feet of any stream? () Yes (X) No

Is any portion of the property within a Flood Hazard Zone? () Yes (X) No

Total area or acreage of parcel: .29 acre Total area or acreage to be developed: _____

Has this land been part of subdivision in the past five years? () Yes (X) No

Chairman of the Planning Board shall determine the schedule and agenda of the next meeting when the application and plans will receive Concept Plan Review. At a minimum, Concept Plan applications shall include the following:

1. _____ Name and address of the owner of record and applicant (if different).
2. _____ Name of the proposed development and location.
3. _____ Names and addresses of all property owners within 500 feet of the property.
4. _____ A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest in the property on the part of the applicant.
5. _____ Names and addresses of all consultants working on the project.
6. _____ 1 complete set of plans, 24" X 36" & 10 complete sets of plans, 11" X 17"
Plans to be included:
 - Boundary Survey
 - Storm Water Management
 - Erosion and Sediment Control
 - Finish Grading Plan
 - Site Improvement Detail
 - Building Elevations and Structural Plans
7. **Plans to show the following elements for review:**
 - _____ a. Graphic scale and north arrow.
 - _____ b. Location and dimensions of any existing or proposed easements and copies of existing covenants or deed restrictions.
 - _____ c. Name, registration number, and seal of the land surveyor, architect, engineer, and/or similar professional who prepared the Plan.
 - _____ d. All property boundaries, land area, and zoning designations of the site, regardless of whether all or part is being developed at this time.
 - _____ e. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.
 - _____ f. Access for Emergency Vehicles, location and layout design of vehicular parking, circulation areas, loading areas, and walkways including curb cuts, driveways, parking space and vehicle turn around areas.
 - _____ g. Location and names of streets and rights-of-way within 200' and adjacent to the proposed development.
 - _____ h. Proposed finish grades and graphic arrows indicating the direction of storm water runoff.
 - _____ i. Conceptual treatment of on and off site storm water management facilities.
 - _____ j. Location and sizes of existing and proposed sewer and water services including connections.
 - _____ k. Conceptual treatment of landscaping buffers, screens, and plantings.

- _____ l. Location of outdoor storage areas, fences, signage and accessory structures.
- _____ m. Context map illustrating the area surrounding the site which will be affected by the proposal including all streets, sidewalks, intersections, storm water drainage ways, sanitary sewer lines and pump stations, nearby properties and buildings, zoning Districts, and geographic features such as, but not limited to, wetlands, natural features, historic sites, flood plains, significant scenic areas, and significant wildlife habitats as provided in the Comprehensive Plan.
- _____ n. All proposed signage and exterior lighting including the location, size and wording of all signs, type of exterior lights, radius of light, manufacturer's specifications sheet, and the ground level intensity in foot- candles of all exterior lights.

Final Site Design Plan Requirements

Following approval of the Concept Plan Review, the Planning Board may by majority vote schedule the Site Design Application for Final Plan Review. Final Plan Review must be at least 30 days following Concept Plan Approval. If additional information is required by the Planning Board following the Concept Plan Review, a complete set of revised plans shall be provided for final review and approval. If additional information or a change of information is required, the revised plans shall be delivered to the Code Enforcement Office at least 21 days prior to the next scheduled meeting.

Final Site Design Plan Review shall require three (3) 24" X 36" sets of plans for Board Signatures.

If the Planning Board determines that third party review will be necessary to make a sound decision, the applicant will be responsible for any fees incurred for the third party review.

During the Final Site Design Review the Chairman or designee shall determine that all of the elements of review 7-a., through 7-n. above have been addressed. The chair may then call for a motion.

If the Final Plan is approved by the Planning Board, no work may commence for a period of 30 days following the date of approval.

Final Site Design Plans shall provide an area designated for all seven Planning Board members signatures.

Applicant Signature:

To the best of my knowledge, all of the information submitted in this application is true and correct.

Signature of Applicant: James Gyp Date: 5/27/14

Final Site Design Review Criteria by Planning Board

Date: _____	<u>Yes</u>	<u>No</u>	<u>N/A</u>
A. Conformance with Comprehensive Plan	_____	_____	_____
B. Traffic	_____	_____	_____
C. Site Access	_____	_____	_____
D. Parking & Vehicle Circulation	_____	_____	_____
	<u>Yes</u>	<u>No</u>	<u>N/A</u>
E. Pedestrian Circulation	_____	_____	_____
F. Site Conditions	_____	_____	_____
G. Open Space	_____	_____	_____
H. Sanitary Sewage	_____	_____	_____
I. Water	_____	_____	_____
J. Emergency Vehicle Access	_____	_____	_____
K. Waste Disposal	_____	_____	_____
L. Buffering	_____	_____	_____
M. Natural Areas	_____	_____	_____
N. Exterior Lighting	_____	_____	_____
O. Stormwater Management	_____	_____	_____
P. Erosion & Sediment Control	_____	_____	_____
Q. Buildings	_____	_____	_____
R. Existing Landscaping	_____	_____	_____
S. Infrastructure	_____	_____	_____
T. Advertising Features	_____	_____	_____
U. Design Relationship to Site & Surrounding Properties	_____	_____	_____

V.	Scenic Vistas & Areas		_____	_____	_____
W.	Utilities		_____	_____	_____
X.	Mineral Exploration		_____	_____	_____
Y.	General Requirements	(Pg. 859)	_____	_____	_____
Z.	Phosphorus Export		_____	_____	_____

**City of Caribou, Maine
Planning Board**

Site Design Review for: _____

Address: _____

Approved by the Caribou Planning Board

Signed: _____ Chairman of the Planning Board

Date: ____ / ____ / ____

Conditions of Approval:

- A. Fire hydrants connected to the public water supply system shall be located no further than 500 feet from any building.
- B. Hydrants or other provisions for drafting water shall be provided to the specifications of the Fire Department. Minimum pipe size connecting dry hydrants to ponds or storage vaults shall be six (6) inches.
- C. Where a dry hydrant or other water source is not within the right-of-way of a proposed or existing street, an easement to the City shall be provided to allow access. A suitable accessway to the hydrant or other water source shall be constructed.
- D. A proposed subdivision of 5-10 lots not served by a public water supply shall provide for a minimum storage capacity of 10,000 gallons. Additional storage capacity of 2,000 gallons per lot over 10 lots shall be provided. The Planning Board may require additional storage capacity upon a recommendation from the Fire Chief. Where ponds are proposed for water storage, the capacity of the pond shall be calculated based on the lowest water level less an equivalent of three (3) feet of ice.

13. Home Occupations.

Home occupations shall be incidental to the residential use of the property. No Home Occupation is allowed without first obtaining a Permit from the Code Enforcement & Planning Office. As of January 1, 2013 Home Occupation Site Design Review Applications shall have an initial fee of \$90.00.

Home occupations shall be allowed in any zone, and

All Home Occupations activity shall be restricted to within the interior of the primary or an accessory structure, and

There shall be no change in the outside appearance of the buildings or premise that shall cause the premise to differ from its residential character by use of colors, materials, construction, lighting, sounds, or noises. The Home Occupation shall be identified by no more than one free standing single or double sided yard sign or one sign on the building, no sign face to exceed two square feet in area, and

There shall be no exterior storage of materials, such as, but not limited to, trash and or any other materials used in the Home Occupation, and

The following requirements shall be satisfactorily demonstrated to the Planning Board before a permit is issued:

1. The home occupation shall employ only residents of the dwelling unit.
2. The home occupation shall be carried on wholly within the principal or accessory structure.
3. The home occupation shall not occupy more than 50% of the total floor area of the principal dwelling structure. Accessory structures used for the Home Occupation may use up to 100% of the floor area.
4. No client or customer shall be allowed on any floor level other than the first floor ground floor level unless the structure is protected throughout with a State Fire Marshal approved sprinkler system.
5. Objectionable noise, vibrations, smoke, dust, electrical disturbance, odors, heat, glare, or other nuisance shall not be permitted.
6. No on street parking is allowed for clients or customers.
7. All means of ingress and egress to and from all areas accessible to clients and customers shall be in full compliance with the requirements of the 2009 Edition of NFPA 101, Life Safety Code and the Americans with Disabilities Act.

Should all of the above conditions not be maintained on a continual basis once the permit has been issued, the Code Enforcement Officer shall rescind the permit and issue a cease and desist order to stop the non-conforming Home Occupation. Any Home Occupation operating without a current permit shall be prosecuted in District Court according to Title 30-A, MRSA §4452.

All other requirements of the Caribou Code of Ordinances apply to all Home Occupations.

D. CORRIVEAU
&
J. BOUCHARD
26



38

G. & A. ROCKWELL
37

H. & D. PELLETTIER
35

J. CYR
34

K. OUELLETTE
33

379

100'

375

100'

369

100'

367

100'

363

100'

368

86'

372

150'

376

108'

148'

17

38

J. AKER
18

B. L

40/34

I, LAWRENCE F. EKMAN of Caribou in the County of Aroostook and State of Maine, as Guardian of the person and estate of ETHEL E. EKMAN, an incompetent person, of 10 Bernadette Street, Caribou in the County of Aroostook and State of Maine, for consideration paid, grants to JAMES T. CYR of 24 Teague Street in Caribou in the County of Aroostook and State of Maine, all the right, title and interest of ETHEL E. EKMAN, an incompetent person, of, in and to the land in Caribou, County of Aroostook and State of Maine:

The following described real estate situated in that part of said Caribou formerly "I" Township, a part of town lot numbered forty-five (45) bounded as follows, to wit:

Commencing at the southeast corner of the Beryl Lombard house lot on the west side of the New Sweden Road; thence northerly along the west side of said road one hundred eleven (111) feet for the point of beginning; thence westerly at right angles one hundred and forty-eight (148) feet; thence northerly at right angles eighty-six (86) feet; thence easterly at right angles one hundred forty-eight (148) feet to the west side of New Sweden Road; thence southerly at right angles along the west side of the New Sweden Road eighty-six (86) feet to the point of beginning. Being parts of lots numbered 21, 20 and 19 as surveyed for Vaughn Lombard.

Being the same premises conveyed to Fred W. Ekman and Ethel E. Ekman by Joint Tenancy Warranty Deed of Harry B. Smith dated January 5, 1959 and recorded in the Southern District of the Aroostook Registry of Deeds in Vol. 752, Page 135, said Fred W. Ekman having died on October 25, 1966.

Said premises are conveyed subject to taxes and sewer assessment for the year 1992, which taxes and sewer are to be pro-rated between the grantor and grantee as of the date of closing.

IN WITNESS WHEREOF, I, the said Lawrence F. Ekman, Guardian of the person and estate of Ethel E. Ekman, an incompetent person, have executed this deed this 5th day of August, 1992.

Shirley M. Dumas

Lawrence F. Ekman
Lawrence F. Ekman

Maine Real Estate Transfer Tax Paid

STATE OF MAINE

AROOSTOOK, SS.

August 6, 1992

Then personally appeared the above-named Lawrence F. Ekman in his said capacity and acknowledged the foregoing instrument to be his free act and deed.

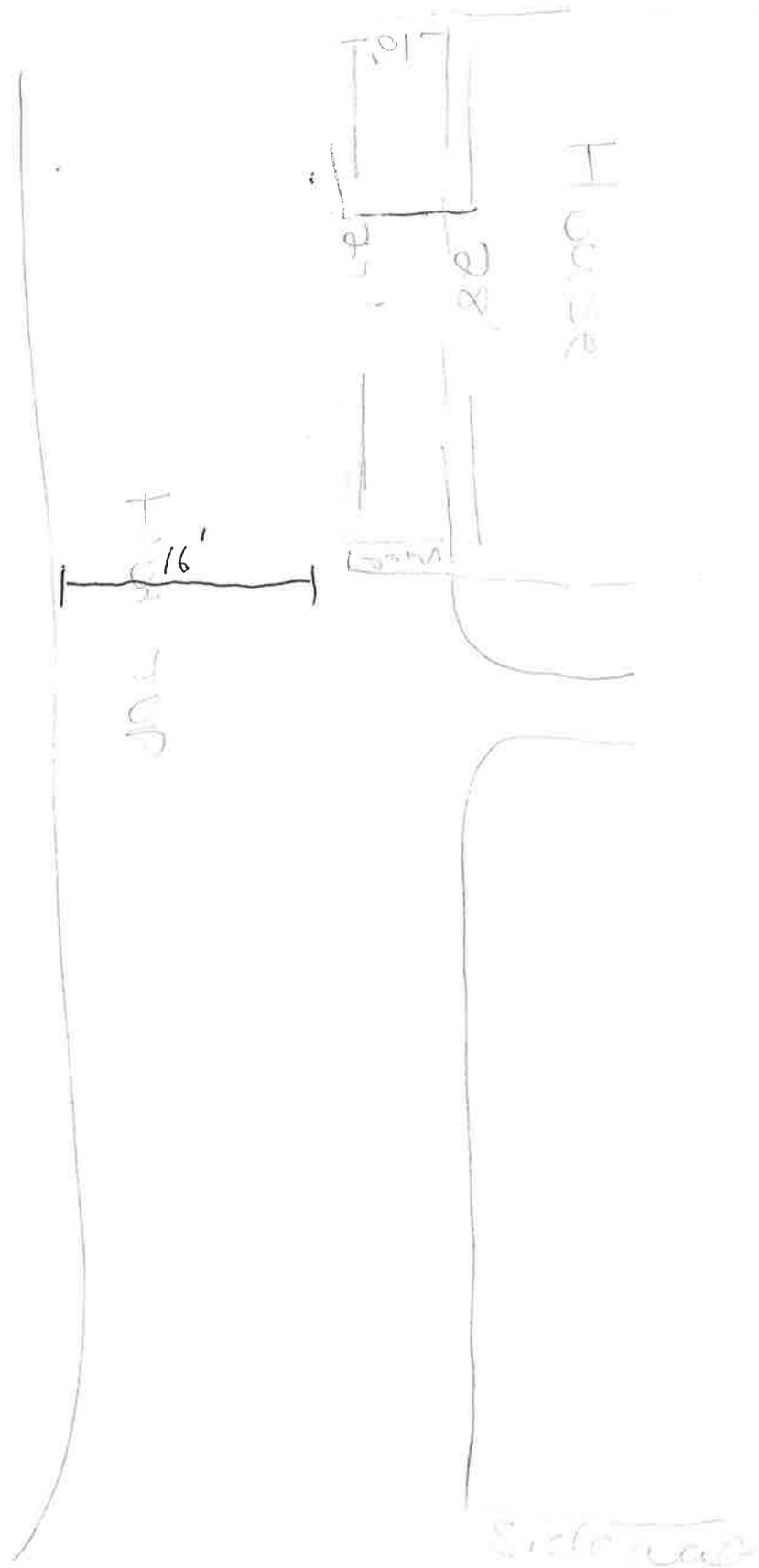
Before me,

Shirley M. Dumas
Shirley M. Dumas
Notary Public ~~Attorney~~
My Comm. expires 11-4-92

AROOSTOOK, ss. Received August 14, 1992 at 3h -m P.M.

James Cyr

info on side set back



CITY OF CARIBOU

BUILDING PERMIT APPLICATION

207-493-4234 EXT 214

DATE APPLICATION RECEIVED: May 29, 2014
 No permits will be issued prior to 3 working days from receipt of application.

PROPERTY OWNER

Property Owner: James Cyr
 Property Address: 368 Sweden St
 Mailing Address: Caribou Me 04736
 Ph: 498-3914 Cell: 227-1440

CONTRACTOR(S)

General Contractor: James Cyr / Don Michoud
 Ph: 498-3914 Cell: 227-1440
 Excavating Contractor: Dick St. Peter
 Ph: _____ Cell: 227-4888
 Masonry Contractor: Craig Gustin
 Ph: - Cell: 227-0381

PROJECT DESCRIPTION

Add on to Entryway for a hair shop

All Public Buildings require State Fire Marshal's Approval.
 Please ask for a SFMO Permit Application.

ESTIMATED COST OF PROJECT

\$ 20 - 25,000

OFFICE USE ONLY

Permit Number: _____
 Issue Date: _____
 Fee: \$ _____
 Approved By: _____

Map # 40 Lot # 34
 Zone: R-1
 Setbacks:
20' 10' 5'
 Front Rear Sides

Special Zones:

- Shoreland
- Flood Zone
- Wetland
- Wellhead Protection District

BUILDING INFORMATION

Number of Stories:

_____ Present
 _____ Proposed
 _____ Total

Height of Buildings:

_____ Present
 _____ Proposed
 _____ Total

Number of Bathrooms:

	FULL	HALF
Present	_____	_____
Proposed	_____	_____
Total	_____	_____

Number of Bedrooms:

_____ Present
 _____ Proposed
 _____ Total

Present Septic System is approved for _____ Bedrooms

Type of Use (Check one)

- Year Round
- Seasonal

SIGNATURE & POLICY PAGE

ADDITIONAL REQUIREMENTS FOR NEW CONSTRUCTION ON AN UNDEVELOPED SITE

1. Property location, street address, map and lot number from City Assessor
2. Curb Cut / Culvert Permit from Public Works or MDOT
3. Sub Surface Waste Water Design, HHE-200 (if applicable)
4. Copy of Deed, Lease, or Purchase & Sale Agreement (for undeveloped lot)

Please read and initial each item below, sign, and date the application

J.C. I understand that building permits do not include plumbing, septic, or electrical work.

J.C. I understand that building permits are valid for one year.

J.C. I agree to comply with all applicable Building Codes, Energy Conservation Codes, Fire Codes & the 2006 Life Safety Code.

J.C. I understand that my building(s) cannot be within the set back from my property line.

J.C. I agree to schedule all inspections and get written permission before backfilling the foundation.

J.C. I agree to schedule an inspection of the Radon Control System prior to placement of the basement slab.

J.C. I will not close in the walls until the framing, insulation, vapor barrier, electrical, and plumbing has been inspected.

J.C. I authorize inspections necessary to insure compliance with regulations.

J.C. I understand that a Certificate of Occupancy is required prior to occupying the building.

J.C. I certify that all information given in this application is accurate and complete.

Jane G.
Applicant Signature

5/23/14
Date

BUILDING PERMIT FEES

Cost of Construction	Fee
\$0 to \$9,999	\$50.00
\$10,000 and up	\$6.00 per \$1,000

It is our policy to review and process applications as quickly as possible to ensure code compliance for your safety as well as the safety of others. Fees will be collected when your permit is issued. This fee will cover the costs associated with inspection(s) of your property. We accept cash or checks made payable to the City of Caribou.

ADDITIONAL PERMITS, APPROVALS, AND INSPECTIONS REQUIRED

- | | | |
|---|--|---|
| <input type="checkbox"/> Plumbing Permit | <input type="checkbox"/> Swimming Pool Permit | <input type="checkbox"/> Fire Marshall's Office |
| <input type="checkbox"/> Electrical Permit | <input type="checkbox"/> Sign Permit | <input type="checkbox"/> MDOT |
| <input type="checkbox"/> Septic/HHE200 Permit | <input type="checkbox"/> Culvert (Public Works) | <input type="checkbox"/> DEP |
| <input type="checkbox"/> Septic Variance | <input type="checkbox"/> Curb Cut (Public Works) | <input type="checkbox"/> EPA |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Road Opening (Public Works) | <input type="checkbox"/> ARMY Corp of Engineers |
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Shoreland | <input type="checkbox"/> Wetland |

OFFICE USE ONLY

This application is

APPROVED

The following conditions are prescribed:

DENIED

Reason for denial:

Code Enforcement Officer _____

Date _____

SCHEDULE OF INSPECTIONS

INSPECTION	DATE	INSPECTOR	INSPECTION NOTES
<input type="checkbox"/> Footings	_____	_____	_____
<input type="checkbox"/> Foundation	_____	_____	_____
<input type="checkbox"/> Radon	_____	_____	_____
<input type="checkbox"/> Framing	_____	_____	_____
<input type="checkbox"/> Insulation	_____	_____	_____
<input type="checkbox"/> Plumbing	_____	_____	_____
<input type="checkbox"/> Electrical	_____	_____	_____
<input type="checkbox"/> Septic	_____	_____	_____
<input type="checkbox"/> Final Occupancy	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____

Residential Site Plan:

Please indicate all of the following items on the site plan:

Exact position of all new construction and existing structures (including accessory structures).

- Setback distances from property lines to all structures (front, back, and sides)
- Location of well and septic system including distances from structures and property lines
- Area to be cleared of trees and other vegetation
- Any wetlands or water bodies and setback distances from shoreline if applicable

Note: For all projects in the shoreland zone involving filling, grading or other soil disturbance, you must provide a soil erosion control plan describing the measures to be taken to stabilize areas before, during, and after construction.

Note: The State of Maine has adopted the following codes and standards and has mandated that Caribou enforce these codes as well as all existing fire and life safety codes as of December 1, 2010:

- 2009 International Building Code
- 2009 International Residential Code
- 2009 International Energy Conservation Code
- 2009 International Existing Building Code
- 2007 ASHRAE 62.1, Commercial Ventilation Standard
- 2007 ASHRAE 62.2, Residential Ventilation Standard
- 2007 ASHRAE 90.1, Commercial Energy Standard
- 2006 ASTM E 1465, Radon Code

Building Plans:

Note: All new construction of both Residential and Commercial structures now requires a complete set of Building Plans and Energy Conservation Detail Plans.

- Floor Plan & Elevations
- Complete Foundation
- Radon Collection System
- Complete Framing for Floors, Walls, Roof System, Stairways & Decks
- Energy Conservation Detail for Basement Slab, Walls, Ceiling, Windows & Doors,

Note: All new construction of Commercial structures now require a complete set of Engineered Building Plans and Energy Conservation Detail Plans stamped by a Maine Licensed Professional Engineer or Architect. COMcheck Compliance Certificate is required for commercial projects.

Note: Storage and similar small buildings of 120 square feet or less do not require building permits.

City of Caribou

Information Required for a Residential Building Permit

- 1.) A completed Building Permit application
- 2.) 2 Sets of Building Plans
 - a. Footing detail including drain
 - b. Foundation detail including anchors
 - c. Radon Collection detail if to be installed.
 - d. Detail for column footings
 - e. Detail for chimney footing
 - f. Insulation detail for basement walls & floor
 - g. Floor plan for each floor indicating room use.
 - h. Framing detail for floor systems
 - i. Framing detail for walls, doors, windows
 - j. Insulation & vapor barrier detail for all exterior walls
 - k. Framing detail for all stairs & stairwells
 - l. Framing detail for roof system. Trusses must be engineered.
 - m. Ventilation detail for roof system
 - n. Insulation & vapor barrier detail for ceiling
 - o. Energy ratings for doors, windows and HVAC equipment
- 3.) Site Plan Showing
 - a. Any existing buildings, structures or features that may affect construction.
 - b. Set back compliance to property lines
 - c. Location of water well
 - d. Location of Sub Surface Waste Water System.
 - e. Location of driveway or access
 - f. Location of any pond, stream or wetland within 250 feet
 - g. Topography changes of lot within 100 feet of structure



Caribou, Maine

RESIDENTIAL BUILDING & ENERGY CODE SUPPLEMENT

ALL APPLICABLE STATE LAW, CARIBOU ZONING ORDINANCES, ASTM 1465-06 RADON CODE AND CERTAIN SECTIONS OF THE 2009 IBC, IRC, IECC & IEBC BUILDING CODES APPLY TO ALL BUILDING PERMITS ISSUED. THE FOLLOWING IS INTENDED TO HELP THE BUILDER COMPLY WITH MINIMUM BUILDING STANDARDS AND TO HELP PREVENT COMMON COSTLY MISTAKES AND CONSTRUCTION DELAYS. Additional code information can be found at www.maine.gov/dps/bbcs

PLANS: Section R-106, All work shall conform to the approved application and construction documents. A dimensional floor plan showing all room uses, doors, windows, decks, porches and steps is required. Detailed structural plans are required for foundations and framing. If you vary from plans provided, the Certificate of Occupancy will not be issued until the plans in the property file, at the City Office, represents the actual construction. IECC Section 103 requires plan detail of walls, ceilings, floors, basement and window energy efficiency. Foundation, framing and insulation detail are required to show that the construction will be in compliance with the 2009 Edition of the International Energy Conservation Code as adopted by the State of Maine.

SET BACK REQUIREMENTS: You must comply with the required set backs for your zone. If there is any question as to the location of your building, a letter from a surveyor will be required stating compliance.

FOUNDATIONS: Chapter 4, Footings will be sized according to Section R-403. Plain concrete 8" thick & reinforced concrete 6" thick both with a shelf extension of 4" inside and out of foundation wall. Footings will be protected from frost. Foundation walls enclosing interior space will be thoroughly waterproofed and damp proofed to grade elevation. Exterior drain tile will be connected to interior drain tile and drained to daylight or an internal sump. Drain tile will be lower than the top of the footing & buried in crushed stone then covered with approved filter membrane. Foundation walls will have anchor bolts within 1' of each corner and every 6' thereafter.

DO NOT backfill the foundation prior to inspection of drain tile and damp proofing.

RADON COLLECTION SYSTEM: ASTM-1465 A soil gas collector shall be built into all gas-permeable layers. 4" Perforated pipe per table 7. 1" - 1 1/2" crushed stone 4" deep. Connector pipe per Table 6.

DO NOT place basement floor (concrete slab) prior to the Radon Collection system Inspection.

WOOD FRAME CONSTRUCTION: Joist hangers or 2" ledger required at carrier; Toe nailing is not allowed. A 2" clearance from combustible framing is required at interior chimney with 26 gauge galvanized steel fire stop at each level including unfinished 2nd floor ceiling. Headers required at all support wall openings. Span calculations must comply with AF&PA Tables or be engineered.

DO NOT close-in prior to inspection of framing, electrical, plumbing and insulation.

CHIMNEYS: NFPA 211: Cleanout required 16" above floor. Flue outlet must be at least 2' above the 10' horizontal line to roof. And extend at least 3' above the upslope side of the roof. Fire stops are required at each change in floor elevation.

EGRESS WINDOWS: Section R-310: Emergency escape and rescue: Every sleeping room in occupancies in Use Group R shall have at least one operable window or exterior door leading directly to the outside. Each egress window shall have a minimum net clear opening of 5.7 square feet "Plus" the net clear opening shall be at least 24 inches in height and at least 20 inches in width. The net clear opening dimensions shall be obtained by the normal operation of the window without additional assistance from the operator. Where windows are provided for emergency escape and rescue, the windows shall have the bottom of the clear opening not more than 44 inches above the floor. If single or double hung with a clear opening height of 24", the clear opening width must be at least 34 1/4" wide.

ALL STAIRS INSIDE OR OUTSIDE: Section R311, 80" of headroom is required throughout stairwells. R311.7.4, Treads and Risers: Maximum riser height shall be 7 ¾" and minimum riser height be 4". Minimum tread depth shall be 10" measured horizontally from nosing to nosing and at a right angle to the tread's leading edge. Nosing must be at least ¾" and can not exceed 1 ¼". Risers can not have an open dimension of 4" or more. R-312, Stairway Guardrails shall be provided where the walking surface is more than 30" above the adjacent surface. Guards shall be at least 36" high, measured from the walking surface. R311.7.7 Stairway Handrails shall have continuous handrails returned to the wall or newel. The handgrip portion of the handrail shall not be less than 1 ¼ inches or more than 2 inches and shall be graspable. Stairways with 4 or more risers require a graspable handrail.

PLUMBING: Maine plumbing code requires a test of 5 PSI for 15 minutes on the drain, waste and vent lines and 50 PSI for 15 minutes on the hot and cold distribution lines. This means every part of the system at the time of rough in, not just the stack. Test Equipment & Gauges are the Responsibility of the plumber. Air test on PVC require a 6# relief valve for safety.

Do not close-in the walls or ceilings prior to passing the 5# & 50# tests.

ELECTRICAL: All electrical work will be done in compliance with NFPA # 70 (National Electrical Code.) All work "MUST" be inspected and approved prior to close in. Smoke Detectors are required in each bedroom, the area adjacent to the bedroom and on each level of a residential structure excluding attics and crawl spaces. Carbon Monoxide Detectors are required adjacent to sleeping room. Arc Fault protection is required for all circuits excluding the smoke detector branch that are not protected by Ground Fault Circuit Interruption. Ground Fault protection is required at all locations listed as per Art.210-8 of the NEC.

Do not close-in the walls or ceilings prior to the electrical inspection.

ATTACHED GARAGES TO RESIDENTIAL STRUCTURES: Table R302.6 Not less than ½" gypsum board to separate the garage from adjacent habitable space. Not less than 5/8" Type X gypsum from habitable rooms above the garage. Doors leading from an attached garage to the dwelling shall comply with R302.5.1

DO NOT BACKFILL OR CLOSE IN WITHOUT WRITTEN PERMISSION FROM THE BUILDING OFFICIAL.

Plumbing & Electrical Permits will only be issued to Licensed Master Tradesmen. An unlicensed home owner wishing to do their own plumbing and or electrical work in their primary residence may obtain plumbing & electrical permits. All work performed by the home owner must meet the requirements of the current National Electrical Code and Uniform Plumbing Code. Plumbing & electrical Permits are available at the Code Enforcement Office at City Hall.

State Law does allow the use of Third Party Inspectors to perform building inspections. If you choose to use a Third Party Inspector the inspector must be certified by the State Planning Office for the inspection service provided. Third Party Inspector certifications include: Commercial Building Inspector, Residential Building Inspector, Commercial Energy Inspector, Residential Energy Inspector, Commercial Ventilation Inspector, Residential Ventilation Inspector and Radon System Inspector. Third Party Inspectors must provide detailed inspection reports to the Code enforcement Officer prior to the issuance of a Certificate of Occupancy.

The City of Caribou provides all building inspection services as covered by the Building Permit Fee. The City of Caribou does not discount Building Permit Fees if you choose to use a Third Party Inspector.

If you have any questions call the Code Enforcement Office @ 493-4234 X 214



City of Caribou Home Occupation Application

Planning & Code Enforcement
25 High St.
Caribou, Maine 04736
(207) 493-3324 X 214
tmazzucco@cariboumaine.org

Note to Applicant: Complete this application and return it with the required documents. In addition, the required fee must be returned along with this completed application. Make checks payable to: "City of Caribou", in the amount of \$90.00.

Please print or type all information

Name of Applicant: _____

Business Name: _____

Location of Property (Street Locations): _____

City of Caribou Tax Map: _____ Lot: _____ Zone: _____

Applicant Information

Person and address to which all correspondence regarding this application should be sent to:

Phone: _____

E-mail: _____

Name of Land Surveyor, Engineer, Architect or other Design Professionals.
(Attach list if needed, please write "N/A" if not applicable)

Phone: _____

Phone: _____

What legal interest does the applicant have in property to be developed (ownership, owner's representative, option, purchase & sales contract, etc?)

(Attach supportive legal documentation)

Please describe business, including services offered and estimated impacts on traffic, noise, and environmental impacts

General Information

Aroostook County Registry of Deeds: Book # _____ Page # _____

What interest does the applicant have in any abutting property? _____

Is any portion of the property within 250 feet of the normal high water line of a lake, pond, river, or wetland or within 75 feet of any stream? () Yes () No

Is any portion of the property within a Flood Hazard Zone? () Yes () No

Total sq ft of residence: _____ Total sq ft of residence to be developed: _____

Has this land been part of a subdivision in the past five years? () Yes () No

Indicate any restrictive covenants currently in the deed: _____

(Attach deed)

Anticipated start date for construction: ____/____/____ Anticipated Completion: ____/____/____

Water Supply: Private Well: () Public Water Supply: ()

Sewerage Disposal: Private SSWD: () Public Sewer: ()

Estimated sewerage disposal gallons per day: (_____/day)

Does the building require plan review by the State Fire Marshal Office? () Yes () No
(Attach Barrier Free and Construction Permits from SFMO)

Have the plans been reviewed & approved by the Caribou Fire Chief? () Yes () No

Does the building have an automatic sprinkler system? () Yes () No

Does the building have an automatic fire detection system? () Yes () No

Plan Review Criteria Checklist

- 1. ___ A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest in the property on the part of the applicant.
- 2. ___ Names and addresses of all abutting landowners (from assessing office).
- 3. ___ Copy of tax card and tax map for property with zoning designation (from assessing office)
- 4. ___ 1 complete set of plans, showing the following:
 - ___ a. Graphic scale and north arrow.
 - ___ b. Location and dimensions of any existing or proposed easements (from deed)
 - ___ c. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.
 - ___ d. Access for Emergency Vehicles, location and layout design of vehicular parking, circulation areas, loading areas, and walkways including curb cuts, driveways, parking space and vehicle turn around areas.
 - ___ e. Location and names of streets adjacent to the proposed development and rights-of-way (from deed).
 - ___ f. Conceptual treatment of landscaping buffers, screens, and plantings.
 - ___ g. Location of outdoor storage areas, fences, signage and accessory structures.
 - ___ h. All proposed signage and exterior lighting including the location, size and wording of all signs and location and type of exterior lights.

To the best of my knowledge, all of the information submitted in this application is true and correct.

Signature of Applicant: _____ Date: _____

Planning Board Requirements Checklist

- _____ The home occupation shall only employ employee residents of the dwelling unit.
- _____ The home occupation shall be carried on entirely within the principle or accessory structure.
- _____ The home occupation shall not occupy more than 50% of the total floor area of the principle dwelling structure. Accessory structures used for the home occupation may use up to 100%.
- _____ No client or customer shall be allowed on any floor other than the first floor ground level unless the structure is protected throughout with a State Fire Marshal approved sprinkler system.
- _____ Objectionable noise, vibrations, smoke, dust, electrical disturbance, odors, heat, glare or other nuisances are not permitted.
- _____ No on-street parking is allowed for clients or customers.
- _____ All means of egress/ingress are consistent with NFPA Life Safety Code 101 and the Americans with Disabilities Act.

Home Occupation Application for: _____

Address: _____

Approved by the Caribou Planning Board

Date: ____ / ____ / ____

Signed:

Chairman, Caribou Planning Board

Conditions of Approval:



City of Caribou Day Care Application

Planning & Code Enforcement
25 High St.
Caribou, Maine 04736
(207) 493-3324 X 214
tmazzucco@cariboumaine.org

Note to Applicant: Complete this application and return it with the required documents. In addition, the required fee must be returned along with this completed application. Make checks payable to: "City of Caribou", in the amount of \$90.00.

Name of Property Owner / Developer: _____

Development Name: _____

Location of Property (Street Locations): _____

City of Caribou Tax Map: _____ Lot: _____ Zone: _____

Applicant Information

Person and address to which all correspondence regarding this application should be sent to:

_____ Day Time Phone: _____

_____ Night Time Phone: _____

_____ E-mail: _____

What legal interest does the applicant have in property to be developed (ownership, owners representative, option, purchase & sales contract, etc?)

(Attach supportive legal documentation)

General Information

Date your State of Maine Day Care License was approved: _____
(Attach a copy of License or DHHS pre-approval checklist)

Has the site been inspected by the State Fire Marshal's Office and approved?

Yes No
(Attach Documentation)

Has the site been inspected by the Maine Department of Health & Human Services and approved?

Yes No
(Attach Documentation)

Structure & Site Plan Details

Does the building have a Carbon Monoxide Detector? Yes No

Does the building have a smoke detector? Yes No

Is the garage attached to the house/building? Yes No

If yes, is there a minimal of 1/2" sheet rock fire-rated wall between the garage and house/building?

Yes No

Do you have a basement? Yes No

Will the basement be accessible to children? Yes No

If yes, are there graspable handrails and guardrails on the staircase? Yes No

The outdoor play area shall not be located near hazardous areas (such as streets, open wells, open water) unless protected by fencing?

Do you have fencing around the outdoor play area? Yes No

If yes, how tall and what type? _____

The fencing must be a minimum of four (4) feet high.

Subsurface Waste Water Disposal System – No person may expand the use of a structure using a private subsurface waste water disposal system until documentation is provided to the municipal officers and a notice of the documentation is recorded in the appropriate agency of deeds that, in the event of a future malfunction of the system, the disposal system can be replaced and enlarged to comply with the rules adopted under

Title 22 M.R.S. § 42, and any municipal ordinances governing subsurface waste water disposal systems, No requirements of these rules and ordinances may be waived for an expanded structure.

Have you provided documentation showing that the current disposal system can be replaced and enlarged? Yes No

Do you have an outdoor lighting system to support egress/ingress? Yes No

Plan Review Criteria Checklist

Once a completed application is received the application will be scheduled for the next available Planning Board meeting.

1. _____ Name and address of the owner of record and applicant (if different).
2. _____ Name of the proposed development and location.
3. _____ A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest to operate a daycare in the property on the part of the applicant..
4. **Plans to show the following elements for review:**
 - _____ a. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.
 - _____ b. Access for Emergency Vehicles, location and layout design of vehicular parking, circulation areas, loading areas, and walkways including curb cuts, driveways, parking space and vehicle turn around areas.
 - _____ 3. Location of outdoor play areas, fences, exterior lighting, signage and accessory structures.

To the best of my knowledge, all of the information submitted in this application is true and correct.

Signature of Applicant: _____ Date: _____

Planning Board Requirements Checklist

- _____ The home occupation shall only employ residents of the dwelling unit.
- _____ The home occupation shall be carried on entirely within the principle or accessory structure.
- _____ The home occupation shall not occupy more than 50% of the total floor area of the principle dwelling structure. Accessory structures used for the home occupation may use up to 100%.
- _____ No client or customer shall be allowed on any floor other than the first floor ground level unless the structure is protected throughout with a State Fire Marshal approved sprinkler system.
- _____ Objectionable noise, vibrations, smoke, dust, electrical disturbance, odors, heat, glare or other nuisances are not permitted.

Day Care Application for: _____

Address: _____

Approved by the Caribou Planning Board

Date: ____/____/____

Signed:

Chairman, Caribou Planning Board

Conditions of Approval:

