

A building permit is required for the construction or alteration of any building or structure such as:

- Demolition of a structure
- Change in use or occupancy of any structure
- Buildings or structures moved into or within the Town of Kennebunk (including sheds; any shed larger than 200 sq.ft. must include plans)
- Swimming pool installation
- Interior alterations (window replacement, expansion of space etc.)

A building permit is also required for:

- Installation of a permanent sign or banner
- Filling, grading, lagooning, dredging or timber harvesting in any Shoreland or Resource Protection Zoning Districts
- Construction or alteration of piers, docks and wharves
- Chimney construction or modification
- Electrical and Plumbing work (including septic system installation)
- Driveway openings (may require additional permits from MDOT and/or Town of Kennebunk Public Services Department)

In general, whenever the proposed work affects structural features (either adding or removing), alterations to the layout of rooms or spaces, change of building use, or alteration to building elements which are regulated by the Maine Uniform Building and Energy Code, **a permit is required.**

Renovations that are primarily cosmetic in nature such as painting, flooring, paneling/trim work, etc., **do not require a permit.** Items that can be considered a repair, such as replacing loose siding, guardrails, balusters, etc., **do not require a permit.**

Additional permits may be required for properties located in the Historic Preservation, Shoreland and/or Resource Protection Zoning Districts. The Code Enforcement Officer shall not act upon any application for building permit until all other permits which may be required by the Zoning Ordinance, and other local ordinances, or under State or Federal law regulations have been received.

All building permit applications shall include:

1. A plan drawn to scale including:
 - a. Dimensions (in feet) of the lot
 - b. Any streets, alleys or right of ways on or adjacent to the lot if applicable
 - c. Location and ground coverage of all buildings proposed to be constructed, moved or demolished
 - d. Location of any wetlands and any other water bodies

2. A statement of the intended use of any buildings and the lot even in event of demolition;
3. Septic design for a wastewater disposal system or statement of Sewer District connection approval

Once your permit has been received it has been deemed complete, it will be reviewed by a Code Enforcement Officer. If there are any questions about your permit application, or if additional information is needed, you will be contacted using the contact information provided on your permit application.

The Code Enforcement Officer will approve or deny applications for building permit within thirty (30) days from the date of filing a complete application. Current turnaround time for permit issuance is approximately 2-3 weeks.

Once your permit has been approved, you will be notified that your permit is ready to be picked up as well as the cost for the permit.

If you have additional, specific questions for a Code Enforcement Officer please contact our office to schedule a phone call or a meeting at (207) 604-1303 or [via email](#).

To view and print a building permit application, please visit our [website](#).