

# TOWN OF POLAND

Code Enforcement Office  
1231 Maine Street  
Poland, ME 04274

## Home Occupation Permit Application



### FOR OFFICIAL USE

Date	
Zoning	
Property ID	
Building Code	
Time Limit	
Estimated Cost	
Fee	
Reviewed By	

Permit Number: \_\_\_\_\_

Building Inspection Record—Town of Poland, ME

1. Be sure to include all required information detailed on the applicable permit checklist.
2. If you have a question about filling out your building permit application please ask a building official to help you.

Project Address:	
Parcel ID#	
Estimated Cost of Work:	

Please describe your project:	
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### *Property Owner Information*

Owner Name:			
Mailing Address:			
Phone Number:		Fax Number:	
Email Address			

### *Applicant Information if Different from above*

Contractor Name:			
Mailing Address:			
Phone Number:		Fax Number:	
Email Address:			

**Please Submit all of the information on the applicable permit checklist.**

**I hereby certify that I am the Owner of Record of the named property, or that the owner of record authorizes the proposed work, and I have been authorized by the owner to make this application as his/her authorized agent. I agree to confirm to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Officials shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.**

Applicant Signature:	
Application Date:	

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## Home Occupation Permit Checklist



**Please submit all of the information outlined in this application checklist.**

All of the following information is required and must be submitted for all Home Occupation permit applications:

- Dimensioned floor plans of the entire dwelling noting the specifics of your proposed home occupation .
- Right, Title, and interest for proposed application.
- A cover letter explaining your home occupation and how it meets the criteria of the Town's Comprehensive Land Use Code item by item (see Sample letter).
- If there is going to be any construction, you will also need to apply for a residential building permit and meet all criteria of that application.

Examples of the above requirements are located in the Code Enforcement Office at the Poland Town Office Located at 1231 Maine St.

**Separate permits are required for shoreland zoning, electrical, external and internal plumbing**