

Any or all of the following permits may be necessary to open a new business in Biddeford. Inquire with the Codes Enforcement Office to determine whether the following permits and/or approvals may be required.

Building Permit

A building permit is required by any person wishing to erect, locate, construct, enlarge, remove, demolish, convert, or change the nature of the occupancy and/or use of any building or structure, or cause the same to be done.

Building permits are issued by the Codes Enforcement Office at Biddeford City Hall.

Private Septic Permit

This permit is required for any sub-surface septic system that will serve the proposed business.

Electrical Permit

Plumbing Permit

Public Sewer Discharge Permit

This permit is required if the proposed business is served by city sewer.

If the proposed business is not served by city sewer, but is located within 200 feet of a city sewer main, connection to that main may be required.

A Sewer Impact Fee may be assessed to the business.

Public Sewer Discharge Permits are issued by the Engineering Department at City Hall.

Driveway Permit

A Driveway Permit is required for any new opening or modification to an existing opening in any public street or sidewalk in the city.

Driveway Permits are issued by the Department of Public Works.

Site Plan Review

Site plan review is required for many changes and/or expansions of land use for non-residential uses or multi-family residential purposes.

Codes Enforcement Office will determine if the proposed business requires site plan review. Review will be made by the Biddeford Planning Board or the Biddeford Staff Review Committee.

Conditional Use Permit

A Conditional Use Permit is required for any use identified with a "C" in *Table A, Table of Land Uses, Article V* of the *Biddeford Zoning Ordinance*.

Conditional Use permits are granted by the Biddeford Planning Board or the Biddeford Staff Review Committee. Apply for permits in the Biddeford Planning Department.

Home Occupation Permit

Any home occupation in the city requires a Home Occupation (Conditional Use) Permit.

Permit may be granted by either the Codes Enforcement Office or by the Biddeford Planning Board, depending on the nature of the conditional use.

Home Daycare Permit

All New Home Day Care operations require a Conditional Use Permit.

This permit may be granted by the Biddeford Staff Review Committee, or in rare circumstances, by the Biddeford Planning Board.

Shoreland Zoning Permit

A Shoreland Zoning Permit is required for some land uses and development in the following zones:

Resource Protection (RP and RP-1)

General Development (GD-1 and GD-2)

Stream Protection (SP)

Limited Residential (LR)

Limited Commercial (LC)

Commercial Fisheries/Maritime Activities (CFMA)

Depending on the proposed use, permit may be granted by the Biddeford Planning Board, Codes Enforcement Office, or by the Plumbing Inspector.

Sign Permit

A sign permit is required for the erection or alteration of any sign in the City of Biddeford.

The Codes Enforcement Office grants sign permits.

Historic Preservation Commission Review

The Historic Preservation Commission reviews alterations to buildings, structures, and signs in the Main Street Revitalization Districts, land use zones MSRD-1, MSRD-2 AND MSRD-3. Uses in these zones may require review by the HPC for any or all of the following permits:

Building Permits

Site Review Plans

Conditional Use Permits

Home Occupancy Permits

Home Day Care permits

Sign Permits

After review, the Historic Preservation Commission will approve of proposed uses by issuing a Certificate of Appropriateness