



## Welcome to the Town of Cape Elizabeth Online Permitting System

The Town of Cape Elizabeth Code Enforcement Office now accepts applications for permits online.

Go to <https://capeelizabeth.fbgov.us/index.php>.

Here you may:

- Register to create an account with our online permitting system;
- Login to your account;
- Apply for a permit without registering for an account

### How do I apply for a permit online?

After choosing to apply for a permit (whether registered with an account or not), you will see this screen:

**Town of Cape Elizabeth**  
320 Ocean House Road  
Cape Elizabeth, ME 04107  
<http://www.capeelizabeth.com>

Need Help?  
Click Here to submit a comment  
or report a problem.

Town of Cape Elizabeth

**Owner / Applicant Information**

**Property/Owner Information**

Location Type:  Address  Street  Town Wide

Street Name: \_\_\_\_\_

Parcel ID: --Select One--

Reset Form

**Applicant Information**

Same as Owner

Name (Business Name): \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip (no commas): \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Continue Cancel

**Permit / License Selection**

Permits and Licenses available from the following Department(s):

- Code Enforcement

**Code Enforcement**

- Accessory Use / Home Occupation
- Building
- Demolition
- Electrical Service
- Electrical Wiring
- Heating Permit
- Plumbing
- Short Term Rental
- Sign
- Subsurface Wastewater Disposal System

**Step 1: Let us know where this permit should be issued.** If you start typing the name of your road into the Street Name field you will see a list of Cape Elizabeth roads from which you may select. Alternately you may choose your parcel ID from the dropdown menu. (Parcel IDs can be found in the Assessor's Online Database, <http://www.mygovnow.com/capeto/Invision/assessing/index.htm>)

**Step 2. If you are the owner of the property,** click the box next to "Same as Owner" in the Applicant Information box. If not, please fill out the fields in the box.

**Step 3. Select one or more** of the types of permits you wish to apply for. Choices are:

- Accessory Use / Home Occupation
- Building
- Demolition
- Electrical Service
- Electrical Wiring
- Heating Permit
- Plumbing
- Short Term Rental
- Sign
- Subsurface Wastewater Disposal System

Click the "i" icon next to the type of permit for more information about each.

**Step 4.** Click "Continue"

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**Step 5.** What appears next is a permit form with some data already filled in. **Proceed to fill out the rest of the application.** Be sure to enter only numbers – no commas – in the cost fields.



When you have completed the application, Click

**Step 6. An application number will appear.** Click on the  (print) button next to the

application, then click the checkmark  to submit the application.

## Frequently Asked Questions

### **May I sign the application online?**

No. You will sign your application once it is approved.

### **What are the advantages of applying online?**

You have the convenience of applying any time, day or night, from the comfort of your home without spending money on gas or postage.

### **What are the advantages of registering for an account with the online permitting service?**

Registered customers may easily view their permitting history, and may apply for subsequent permits without re-entering information.

### **How may I pay for my permit?**

Online credit card payments will be accepted through a secure payment system.

### **Now that I have submitted my permit application, what happens next?**

Please submit all required documents to the Code Enforcement Department, 320 Ocean House Road, Cape Elizabeth ME 04107. Failure to submit required documents will result in your application being delayed and/or denied.

Be sure to reference your application number and job location on all correspondences.

You will be notified once your application is reviewed and all necessary approvals are received. **At that time you will be required to provide full payment in order for a permit to be issued.**

If you have any other questions, please call the Code Enforcement Office at (207) 799-1619.

**\*\*This is ONLY an APPLICATION. You DO NOT have a permit until it is approved by all appropriate departments.\*\***