

Applying for a Permit

<https://www.auburnmaine.gov>

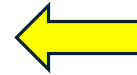
On City of Auburn's Homepage, click "Request It"

The screenshot shows the City of Auburn, Maine official website. At the top, there is a navigation bar with the city logo and menu items: GOVERNMENT, BUSINESS, NEIGHBORHOOD, EXPERIENCE AUBURN, and QUICK LINKS. A search bar is located in the top right corner. The main header features a large image of railroad tracks receding into the distance, with the 'auburnmaine.gov' logo overlaid. Below the header is a navigation bar with five icons: 'Our City' (with a yellow arrow pointing to it), 'Request It', 'Map It', 'Report It', and 'Alert Me'. Below this bar are two sections: 'AUBURN, MAINE OFFICIAL SITE' and 'LATEST UPDATES'. The 'LATEST UPDATES' section includes tabs for 'News' and 'Calendar', and a 'TRAFFIC ALERT' for 'Turner Street CLOSED' with a map icon. The 'CITY SPOTLIGHT' section features the title 'STREET SWEEPING SCHEDULE' and a link to view the schedule.

REPORTS, REQUESTS & PERMITS

REPORT IT

REQUEST IT



Click "Request It"
again and this will
bring you to the
SmartGov Portal

Click "REPORT IT" to report the following:

- Drainage issues
- Tree down
- Pot hole
- Vandalism/graffiti
- Pavement needs repair
- Dead animal
- Plowing or snow control issue
- Street light issues and more

Need help? Before starting, download these helpful guides

[HOW TO SET UP AN ACCOUNT](#)

[HOW TO SUBMIT A REPORT](#)

Click "REQUEST IT" to apply for:

Engineering/Public Works requests

- Drive entrance
- Public or private property excavation
- Stormwater
- Utility location
- Fill permit
- Traffic impact analysis

Permits

- Building Permit (Residential/commercial/multifamily new construction, alteration, renovation or accessory structures)
- Change of use
- [Demolition permit](#) (Signatures form must be uploaded with Permit Application)
- Foundation only
- Electrical permit
- Solar permit (Requires both a Solar Permit and Electrical Permit)
- Pool or spa
- Underground storage tank
- Address or street name
- Fence (7' or more)
- [External plumbing permit](#) (State Form must be uploaded with Permit Application)
- [Internal plumbing permit](#) (State Form must be uploaded with Permit Application)
- Signs

Smart Gov Portal User Guide

<https://ci-auburn-me.smartgovcommunity.com/Public/Home>

The screenshot shows the Smart Gov Portal interface. At the top left is the 'auburnmaine.gov' logo. To the right is a 'Sign Up or Log In' link, which is highlighted by a yellow arrow. Below the logo is the text 'City of Auburn, ME' and 'support:'. The main content area contains three service tiles: 'My Portal' (with a person icon and a blue 'GO' button), 'Contact Us' (with a speech bubble icon and a purple 'GO' button), and 'Parcel Search' (with a location pin icon and a green 'GO' button'). Below these tiles is the 'Other services' section with 'Reports' and 'Documents' icons. The footer contains 'City of Auburn, ME', 'Privacy Policy', and 'Refund Policy'.



Click here to [Sign Up](#) for an account to submit a Permit Application, or to [Log In](#) if you are a returning customer

Signing Up with a new account:



- 1 Account
- 2 Contact
- 3 Review

Create a Portal Account

Do you already have an account? [Sign In](#)

Email Address: * Valid Email Address

Password: * Minimum 8 characters

Confirm Password: * Re-enter password

Access Code

Code:

The access code will help associate your new account with any permits you may already have applied for. **Don't have one? Skip this step.**

CANCEL

NEXT →

If you are provided an Access Code from Planning and Permitting Staff, enter that here to be linked to your permit applications



1. Follow prompts to create a new account

1 Account 2 Contact 3 Review

Your Contact Information

First Name: * Permit

Last Name: * Test

Display Name: * Test, Permit

Address: * 60 Court St

City: * Auburn

State: * ME

Zip Code: * 04210 e.g. 12345 or 12345-6789

Phone #: * 207-333-6601 e.g. (555) 555-5555

Phone Type: * WORK

← PREVIOUS NEXT →

3. Once you create an account, you will receive an email from SmartGov. You need to [Verify](#) your email and complete the sign-up process.

2. Review account details and click box to agree to Terms and Condition, then click “Create My Account”

1 Account 2 Contact 3 Review

Review the information below

Account [edit](#)
[REDACTED]@gmail.com

Contact [edit](#)
Permit Test
DISPLAY NAME: Test, Permit
60 Court St
Auburn, ME 04210
207-333-6601 WORK

I agree to the [Terms And Conditions](#)

✓ CREATE MY ACCOUNT



When you click on your username, you can access your Account Settings and Manage E-mail Notifications.

City of Auburn, ME

support:



My Portal

View your applications and inspection results



GO »

My Portal will bring you into SmartGov where you can Apply online for a permit, pay online for permit fees, and schedule inspections.



Contact Us

Request information or report a concern

GO »



To report a concern to Code Enforcement or submit a request for information from the Planning and Code Office



Parcel Search

Find and review parcel information



GO »

You can search for any parcel in Auburn. Search by Address, parcel # or Owner Name. Permits connected with properties can be found in this section. * *This feature could be helpful for Real Estate Agents looking for permit history on properties.*

Other services



Reports




Documents

Submitting a Permit Application

Applications support:


[SEARCH](#)

Enter at least 2 characters




Apply Online
Apply online with our quick and easy process

[APPLY »](#)




Pay Online
Pay your applications quickly and securely

[PAY »](#)



My Inspections
Request an inspection when you are ready

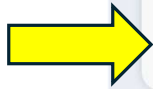
[REQUEST »](#)



My Applications
Review your applications and inspection results

[VIEW »](#)

Click here to start the Permit Application Process



Other services



Advanced search



Inspection schedule



Reports



Documents

Select the Type of Permit you are Applying for

What type of application do you need today?

Select a category to view your options

Engineering and Public Works
Licensing
Permits
Planning and Zoning

What type of application do you need today?

Select a category to view your options

Permits

- 1 or 2 Family Residential Accessory Structure
- 1 or 2 Family Residential Alteration/Renovation/Repairs
- 1 or 2 Family Residential New Construction
- Address and Street Name
- Change of Use (Change of Occupancy Group or Use of Occupancy Group)
- Commercial Agricultural
- Commercial/Multifamily Alteration/Renovation/Repairs
- Commercial/Multifamily New Construction
- Demolition Permit
- Electrical Permit
- External Plumbing Permit
- Fence (7' or more)
- Foundation Only
- Internal Plumbing Permit
- Mechanical Permit
- Moving Permit
- Pool or Spa
- Signs
- Solar Permit
- Underground Storage Tank

What type of application do you need today?

Select a category to view your options

Engineering and Public Works

- Drive Entrance
- Private Property Excavation
- Stormwater
- Utility Location
- Fill Permit
- Public Property Excavation
- Traffic Impact Analysis

What type of application do you need today?

Select a category to view your options

Licensing

- Automobile Grave/Junk Yard
- Food Service Establishment
- Itinerant Vendor
- Marijuana Business License
- Pawnshop, Pawn Broker, Secondhand Dealer
- Special Amusement
- Taxi Cab Business
- Flea Market/Craft Fair
- Home Occupation
- Lodging
- Massage Establishment/Therapist
- Roller Skating Rink with Part or Full Kitchen
- Tattoo Artist

What type of application do you need today?

Select a category to view your options

Planning and Zoning

- Farm Management Plan
- Major Site Plan
- Minor Site Plan
- Phosphorus Control
- Site Law
- Subdivision Amendment
- Zoning Confirmation Letter
- Flood Hazard Development
- Major Subdivision
- Minor Subdivision
- Pre-Application
- Site Plan Amendment
- Zoning Board of Appeals
- Zoning Text/Map Amendment

Things to Consider when Applying for a Permit:

- Permit Application Review times generally take 2-weeks – Plan Ahead!
- Some projects require more than 1 permit:
 - Building Projects – Can require excavation permits, fill permits, drive entry permits, building permits, electrical permits and plumbing permits (to name a few)
 - Solar Panel Installation – Requires Solar Permit AND Electrical Permit
 - Projects within the Watershed – may require a Phosphorus Control Plan in addition to permits.

If you have questions about what types of permits are needed for your project – please reach out and ask. Our staff is happy to discuss your project and specifications as well as what steps are needed to complete your project.

Ph:207-333-6601 x1133

Troubleshooting