



## Town of Brunswick Permit Portal How-To Guide

Welcome to the Town of Brunswick Permitting Portal!

This portal provides you 24/7 access to the following online services:

- Applying for a permit (building, electrical, plumbing, etc.)
- Uploading necessary documents for a permit application
- Checking on the status of an existing permit application
- Requesting to schedule an inspection
- Etc.

First time here?

If you have any questions, you may contact the Planning & Codes Office Administrative Assistant, Taylor Burdin, at [tburdin@brunswickme.org](mailto:tburdin@brunswickme.org) or (207) 721-4023.

Permits

Log In

Register

Register as a new user

Log in once you receive your activation email (example below): \*

From: Civicgov <[donotreply@civicplus.com](mailto:donotreply@civicplus.com)>  
To: [REDACTED]  
Sent: Friday, October 28, 2022 at 12:26:48 PM EDT  
Subject: CIVICgov Account Activation

TIP: Check your  
Junk/Spam folder

Hello [REDACTED]

Welcome to CIVICgov !

\* It may take up to 24 hours to arrive

Your account has now been activated. You can login to CIVICGov and explore various options.

Sincerely,  
CIVICgov Team.

Area : me\_brunswick

This is your Dashboard:

Apply for a Permit

**Search Permits and Apply Online**

Filter By:  
 Permit Application / Use ▼  
 Enter search terms here...

Permit Application / Use	Checklist	PDF Application	Apply Online
Change of Use			<a href="#">Apply Online</a>
Commercial, Alterations & Renovations	<a href="#">Checklist</a>		<a href="#">Apply Online</a>
Commercial, Alterations & Renovations			<a href="#">Apply Online</a>
Commercial, Alterations & Renovations (greater than 30 fixtures)	Electrical		<a href="#">Apply Online</a>
Commercial, New Construction	Building	<a href="#">Checklist</a>	<a href="#">Apply Online</a>
Commercial, New Construction	Electrical		<a href="#">Apply Online</a>
Demolition	Building	<a href="#">Checklist</a>	<a href="#">Apply Online</a>
Flood Hazard	Flood Hazard		<a href="#">Apply Online</a>
Foundation Only	Building	<a href="#">Checklist</a>	<a href="#">Apply Online</a>
Internal Plumbing	Plumbing	<a href="#">Checklist</a>	<a href="#">Apply Online</a>
New Construction - Under 150 Sq Ft (Shed/Pool)	Building	<a href="#">Checklist</a>	<a href="#">Apply Online</a>
New Construction Pool	Electrical		<a href="#">Apply Online</a>
Residential, Alterations & Renovations	Building	<a href="#">Checklist</a>	<a href="#">Apply Online</a>
Residential, Alterations & Renovations	Electrical		<a href="#">Apply Online</a>
Residential, Alterations & Renovations (greater than 30 fixtures)	Electrical		<a href="#">Apply Online</a>
Residential, Mobile Home in Park, Used Only	Building	<a href="#">Checklist</a>	<a href="#">Apply Online</a>
Residential, Mobile Home on private lot (new or used)	Building	<a href="#">Checklist</a>	<a href="#">Apply Online</a>
Residential, New Construction	Building	<a href="#">Checklist</a>	<a href="#">Apply Online</a>
Residential, New Construction	Electrical		<a href="#">Apply Online</a>
Septic System, Complete Non-Engineered System	Subsurface Wastewater Disposal	<a href="#">Checklist</a>	<a href="#">Apply Online</a>
Septic System, Field Only	Subsurface Wastewater Disposal	<a href="#">Checklist</a>	<a href="#">Apply Online</a>
Septic System, Holding Tank	Subsurface Wastewater Disposal	<a href="#">Checklist</a>	<a href="#">Apply Online</a>
Septic System, Other Components	Subsurface Wastewater Disposal	<a href="#">Checklist</a>	<a href="#">Apply Online</a>
Septic System, Tank Only	Subsurface Wastewater Disposal	<a href="#">Checklist</a>	<a href="#">Apply Online</a>
Septic System, Variance	Subsurface Wastewater Disposal	<a href="#">Checklist</a>	<a href="#">Apply Online</a>
Service	Electrical		<a href="#">Apply Online</a>
Shoreland Overlay Protection	Shoreland Overlay Protection	<a href="#">Checklist</a>	<a href="#">Apply Online</a>
Signage	Sign	<a href="#">Checklist</a>	<a href="#">Apply Online</a>
Unenclosed structures (greater than 150 sq ft)	Building		<a href="#">Apply Online</a>

**TIP: Check the Checklist for needed documentation**

[Checklist](#)

[Apply Online](#)

Find your permit type, click "Apply Online"

Click each  
step  
in order

Apply For Permit

▼ Step 1: Select Permit Type & Use

Permit Type \*

▶ Step 2: Select Land, Building or Suite Location

▶ Step 3: Click the Create button to store the application and complete the remaining steps

▶ Step 4: Enter the Required Information in the Forms Below

▶ Step 5: Click the link below to attach documents, plans and other permit related files

▶ Step 6: Click Submit to submit the forms & documents to the application record

▼ Step 2: Select Land, Building or Suite Location

Building Name

Land Address

Suite Name

Parcel Number

Owner Name

Generate Search Results

**TIP #1: Enter less  
info for better results**

**TIP #2: Find the needed  
info on the Town's GIS:**  
[https://www.axisgis.com/  
brunswickme/](https://www.axisgis.com/brunswickme/)

Find your property using ONE search field

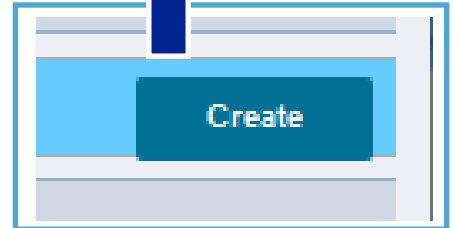
Parcel Number	Owner Name	Land Address
<a href="#">U13072000000</a>	PLEASANT ST LLC	13 PLEASANT ST

Parcel Number  
[U13072000000](#)

Click the Parcel Number link

- ▶ Step 1: Select Permit Type & Use
- ▶ Step 2: Select Land, Building or Suite Location
- ▼ Step 3: Click the Create button to store the application and complete the remaining steps Create
- ▶ Step 4: Enter the Required Information in the Forms Below
- ▶ Step 5: Click the link below to attach documents, plans and other permit related files
- ▶ Step 6: Click Submit to submit the forms & documents to the application record Complete Application

Click the Create button



Fill out the Portal Application Form

▼ Step 4: Enter the Required Information in the Forms Below

1) Portal Application - New Construction, Addition, and Alteration

**Portal Application - New Construction, Addition, and Alteration**

**New Construction / Addition / Alteration or Renovation Permit Application**

OWNER INFORMATION

Property Owner Email Address:

Property Owner Phone:

Is Owner Applicant?  Yes  No

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CONTRACTOR INFORMATION

Same as Applicant

Name

TIP: If there is not a form, call the Codes Office (207) 725-6660 or email [planner@brunswickme.org](mailto:planner@brunswickme.org)

...

mm / dd / yyyy

TYPED SIGNATURE OF APPLICANT OR OWNER DATE

**\*\*PLEASE REMEMBER TO CLICK SAVE BEFORE CLICKING COMPLETE APPLICATION\*\***

Sign & save



Click Complete Application

