Portland, Maine Yes. Life's good here.

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 05/05/16

Department of Permitting and Inspections

Commercial Interior & Change of Use Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

One (1) complete set of construction drawings must include:

Note: Construction documents for costs in excess of $50,000.00 must be prepared by a Design Professional and bear their seal.

- [ ] Cross sections w/framing details
- [ ] Detail of any new walls or permanent partitions
- [ ] Floor plans and elevations
- [ ] Window and door schedules
- [ ] Complete electrical and plumbing layout.
- [ ] Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review
- [ ] Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IEEC 2009
- [ ] Proof of ownership is required if it is inconsistent with the assessors records.
- [ ] Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".
- [ ] Per State Fire Marshall, all new bathrooms must be ADA compliant.

Separate permits are required for internal and external plumbing, HVAC & electrical installations.

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including:

- [x] The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines.
- [x] Location and dimensions of parking areas and driveways, street spaces and building frontage.
- [x] Dimensional floor plan of existing space and dimensional floor plan of proposed space.

A Minor Site Plan Review is required for any change of use between 5,000 and 10,000 sq. ft. (cumulatively within a 3-year period)

*389 Congress Street * Portland Maine 04101-3509 * Phone: (207) 874-8703 * Fax: (207) 874-8716*
http://www.portlandmaine.gov * E-Mail: buildinginspections@portlandmaine.gov

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Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a ***legal signature*** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

1. Once the complete application package has been received by us, and entered into the system,
2. You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the process.
3. You then have the following four (4) payment options:

☐ provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment

☑ call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone

☐ hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall,

☐ deliver a payment method through the U.S. Postal Service, at the following address:

City of Portland
Department of Permitting and Inspections
389 Congress Street, Room 315
Portland, Maine 04101

By Signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via e-mail. ***No work shall be started until I have received my permit.***

Applicant Signature: _____ Date: 3/23/16.

I have provided digital copies and sent them on: Date: _____

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.

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General Building Permit Application

Date: 05/05/16

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Address/Location of Construction: 178A Washington Ave. Portland, ME 04101.		
Total Square Footage of Proposed Structure:		
Tax Assessor's Chart, Block & Lot Chart# 010 Block# F004 Lot# 178 Index # H105W	**Applicant Name:** Amy Alward Agency, Inc Address 95 Ocean St. City, State & Zip So. Portland, ME 04106	Telephone: 767.3334 Email: amyalward@allstate.com
Lessee/Owner Name: (if different than applicant) NoPlace LLC Address: 178 Washington Ave City, State & Zip: Portland, ME 04101 Telephone E-mail:	**Contractor Name:** (if different from Applicant) N/A Address: City, State & Zip: Telephone E-mail:	Cost of Work: $ N/A C of O Fee: $ Historic Rev $ Total **Fees:** $

Current Use (i.e. single family) Office

If vacant, what was the previous use?

Proposed Specific use: Office

Is property part of a subdivision? If yes, please Name N/A

Project description:

Who should we contact when the permit is ready:	Amy Alward
Address:	95 Ocean Street
City, State & Zip:	So. Portland, ME 04106
E-mail Address:	amyalward@allstate.com
Telephone:	207.767.3334

Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.

In order to be sure the City fully understands the full scope of the project, the Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Department of Permitting and Inspections on-line at www.portlandmaine.gov, or stop by the office, room 315 City Hall or call 874-8703.

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 that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform 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 Official's authorized representative 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.

Signature: Amy Alward **Date:** 3/23/16

This is not a permit; you may not commence ANY work until the permit is issued.