



Permitting and Inspections Department  
 Michael A. Russell, MS, Director

**Electronic Signature and Fee Payment Confirmation**

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: [portlandmaine.gov/payyourpermit](http://portlandmaine.gov/payyourpermit)
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

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

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature: *DAVID GELBERT* Date: 11/18/2017

I have provided electronic copies and sent them on: \_\_\_\_\_ Date: 11/18/2017

**NOTE:** All electronic paperwork must be delivered to [permitting@portlandmaine.gov](mailto:permitting@portlandmaine.gov) or with a thumb drive to the office.

**If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.**

389 Congress Street/Portland, Maine 04101/ <http://portlandmaine.gov> /tel: (207) 874-8703/fax: (207) 874-8716