



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

Demolition of a Structure Submission Checklist

A permit is required for the demolition of any structure. Permit for interior demolition should be combined with the permit for proposed interior construction (see Submission Requirements for One- and Two-Family Additions and Alterations or Commercial Interior Alterations, as appropriate).

All applications for demolition of a structure shall include the following:

Demolition of a Structure Submission Checklist (this form)

General Building Permit Application

Completion of the Demolition Call List (see attached)

Copies of written notices to property owners of all abutting lots (see Tax Assessor's office for name and address of owner of record)

A photo of the structure to be demolished

A plot plan or site plan of the property showing the shape and dimension of the lot, footprint of all existing structures and structure(s) to be demolished including distance from property lines and the location and dimension of all parking areas and driveways

Certification from an asbestos abatement company, if required (See attached information regarding asbestos demolition.)

Work may not commence until the permit is issued.



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

Demolition Call List & Requirements

Site Address: _____ Owner: _____

Structure Type: _____ Contractor: _____

Utility Approvals	Phone #	Contact Name	Date
Central Maine Power	1-800-750-4000	_____	_____
Unitil	866-933-3821	_____	_____
Portland Water District	761-8310	_____	_____
Dig Safe	1-888-344-7233	_____	_____
Note: After calling Dig Safe, you must wait 72 business hours before digging can begin.			
DEP – Environmental (Augusta)	287-2651	_____	_____
<u>City of Portland:</u>			
DPW - Traffic Division	874-8891	_____	_____
DPW - Sealed Drain Permit	874-8822	_____	_____
Historic Preservation	874-8726	_____	_____

U.S. EPA Region 1 – No Phone call required. Just mail copy of State Asbestos Building Demolition Notification to:
 Demo / Reno Clerk
 US EPA Region I (SEA)
 JFK Federal Building
 Boston, MA 02203

I have contacted all of the necessary companies and departments as indicated above and attached all required documentation.

Signed: _____ Date: _____

This is a legal document and your electronic signature is considered a legal signature per Maine state law.

For more information or to download this form and other permit applications visit the Permitting and Inspections Department on our website at www.portlandmaine.gov/1728/Permitting-Inspections.

Portland, Maine



Yes. Life's good here.

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

General Building Permit Application

Project Address: _____

Tax Assessor's CBL: _____ Cost of Work: \$ _____
Chart # Block # Lot #

Proposed use (e.g., single-family, retail, restaurant, etc.): _____

Current use: _____ Past use, if currently vacant: _____

Commercial

Multi-Family Residential

One/Two Family Residential

Type of work (check all that apply):

New Structure	Fence	Change of Ownership - Condo Conversion
Addition	Pool - Above Ground	Change of Use
Alteration	Pool - In Ground	Change of Use - Home Occupation
Amendment	Retaining Wall	Radio/Telecommunications Equipment
Shed	Replacement Windows	Radio/Telecommunications Tower
Demolition - Structure	Commercial Hood System	Tent/Stage
Demolition - Interior	Tank Installation/	Wind Tower
Garage - Attached	Replacement Tank Removal	Solar Energy Installation
Garage - Detached		Site Alteration

Project description/scope of work (attach additional pages if needed):

Applicant Name: _____ Phone: (____) _____ - _____

Address: _____ Email: _____

Lessee/Owner Name (if different): _____ Phone: (____) _____ - _____

Address: _____ Email: _____

Contractor Name (if different): _____ Phone: (____) _____ - _____

Address: _____ Email: _____

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: _____ Date: _____

This is a legal document and your electronic signature is considered a legal signature per Maine state law.

Review of this application will not begin until the permit payment is received. This is not a permit. Work may not commence until the permit is issued.



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

Requirements for Electronic Submissions

In order to ensure the most expedient review of your application, please meet the requirements below for all submissions:

- **All applications must be submitted electronically via e-mail to permitting@portlandmaine.gov.** Paper applications will not be accepted.
- **Drawings sheets shall be submitted individually-- each PDF file shall contain no more than one drawing sheet.** Only PDF files are acceptable for plan review, and each file shall not exceed 5MB in size.*
- **Drawing files shall be named based on the drawing sheet number and name.** It is recommended to include a Category/Discipline letter (such as A for Architectural), a sheet number and a descriptive title (e.g., A1 Existing Exterior Elevation).
- **Revised file submissions must use the exact same file name as originally submitted.** The Electronic Plan Review software will recognize this submission as Version 2.
- **Supporting documents shall be submitted as an individual PDF file for each document (these documents may be multi-page PDF files) and named based on the document type** (e.g., "Deed", "Stormwater Report", "Permit Application", etc.). Searchable PDF files are requested for calculations, reports and other supporting documents.
- **A graphic scale or a scale to reference shall be included on each drawing sheet.**
- **Plans prepared by a design professional shall include a Code Analysis sheet,** referencing the Maine Uniform Building and Energy Code and Portland City Code, Chapter 10 – Fire Prevention and Protection, which includes National Fire Protection Association (NFPA) 1, Fire Code and NFPA 101, Life Safety Code. Chapter 10 of the City Code can be viewed at: <http://www.portlandmaine.gov/citycode/chapter010.pdf>.
- **Files shall be submitted via email to permitting@portlandmaine.gov.** The email subject line shall include the project address and type of permit. Multiple emails may be sent for one project if the files exceed the maximum file size.
- **Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.**

For further information and to access PDF versions of this and other forms, visit the Permitting and Inspections Department online at <http://portlandmaine.gov/1728/Permitting-Inspections>.

*To download a free version of Adobe Acrobat Reader, please visit: <https://get.adobe.com/reader/>



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

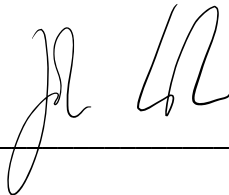
Electronic Signature and Fee Payment Confirmation

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
- 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: _____  _____ Date: _____

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

NOTE: All electronic paperwork must be delivered to 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.