Portland, Maine — Yes. Life's good here.

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 05/02/18

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

New Commercial Structure and Addition Checklist

(Including accessory structure, ramp, stair)

All applications shall include the following:

- ☑ **New Commercial Structures and Additions Checklist** (this form)
- ☑ **General Building Permit Application**
- ☑ **Plot plan/site plan** showing lot lines, shape and location of existing and proposed structures
- ☐ **Stamped boundary survey and copy of final approved site plan** (for new commercial structures that were subject to Site Plan approval only)
- ☐ **Proof of Ownership** (e.g. deed, purchase and sale agreement) if purchased within the last six months
- ☐ **Administrative Authorization Application** from the Planning Department (required for new structures 500 square feet or less): http://me-portland.civicplus.com/DocumentCenter/View/2809

Please *note*: *All plans shall be drawn to a measurable scale (e.g., 1/4 inch = 1 foot) and include dimensions. Construction documents prepared and stamped by a licensed architect or engineer shall be required for certain projects in accordance with the stated Policy on Requirements for Stamped or Sealed Drawings.*

Applications for detached accessory structures 120 square feet or less (for storage only) shall also include: One of the following which includes the length, width and height of the structure:

- ☐ A copy of the brochure from the manufacturer; or
- ☐ A picture or sketch/plan of the proposed shed/structure

Applications for new structures and additions shall also include the following *(As each project has varying degrees of complexity and scope of work, some information may not be applicable. Please check and submit only those items that are applicable to the proposed project.)*

- ☑ **Complete Code Reviews** per 2009 IBC and 2009 NFPA 101 with project applicable details
- ☐ **Geotechnical report**
- ☐ **Structural load design criteria** per 2009 IBC
- ☐ **Statement of Special Inspections**
- ☐ **Certificate of Accessible Building Compliance**
- ☐ **ComCheck** https://www.energycodes.gov/comcheck/ or **ResCheck** https://www.energycodes.gov/rescheck/ with certificates of compliance for thermal envelope and MEP systems
- ☑ ***One complete set of construction drawings with the following:***
  - ☑ Life safety plan showing egress capacity, any egress windows, occupancy load, travel distances, common path distance, dead end corridor length, separation of exits, illumination and marking of exits, portables fire extinguishers, fire separations and any fire alarm or fire sprinklers systems.
  - ☑ Foundation, floor and wall structural framing plans for each story and roof
  - ☑ Stair details with dimensions, direction of travel, handrails and guardrails
  - ☑ Wall/floor/ceiling partition types including listed fire rated assemblies and continuity
  - ☑ Sections and details showing all construction materials, floor to ceiling heights and stair headroom
  - ☑ Building Elevations, existing and proposed for each side of the building
  - ☑ Door and window schedules
  - ☑ Insulation R-factors of foundation/slab, walls, ceilings, floors, roof and window U-factors
  - ☐ Accessibility features and design details
  - ☐ Complete electrical, plumbing and mechanical plans
  - ☐ Project specifications manual
  - ☐ A copy of the State Fire Marshal construction and barrier free permits. For these requirements visit: http://www.maine.gov/dps/fmo/plans/about_permits.html

Separate permits are required for internal and external plumbing, electrical installations, heating, ventilating and air conditioning (HVAC) systems, appliances and commercial kitchen hoods.

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General Building Permit Application

Project Address: 123 Cumberland Avenue

Tax Assessor's CBL: 013 (Chart #) D016 (Block #) 001 (Lot #) **Cost of Work: $** 250.000

Proposed use (e.g., single-family, retail, restaurant, etc.): 3 unit multi-family

Current use: 3 unit multi-family **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/Replacement	☐ Wind Tower
☐ Garage - Attached	☐ Tank Removal	☐ Solar Energy Installation
☐ Garage - Detatched		☐ Site Alteration

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

Gut renovation of 2nd & 3rd floors and partial renovation of first floor. Included in scope are addition of two shed dormers and elevated exterior deck on rear of house. Entries on ground and first floors will be rebuilt. Work is phase 1 of two phase project. Phase 2 will include site improvements and garage.

Applicant Name: Larry Robinson **Phone:** (207) 232 - 6060

Address: 310 Spring St, Portland ME 04102 **Email:** lrobcpa@gmail.com

Lessee/Owner Name (if different): 123 CUmberland LLC **Phone:** (207) 232 - 6060

Address: 10 Moulton St,. Ste 6, Portland 04101 **Email:** lrobcpa@gmail.com

Contractor Name (if different): Tom Williams **Phone:** (207) 838 - 4360

Address: 29 Ocean Ave, Portland, ME 04103 **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: 03.02.2018 Date: 03.02.2018

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.

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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: 03.02.2018

I have provided electronic copies and sent them on: Date: 03.02.2018

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.