Inspections Division
Date: 11/20/14

PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Jeff Levine, AICP, Director
Director of Planning and Urban Development

Tammy Munson
Director, Inspections Division

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.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are ***paid in full*** to the Inspections Office, City of Portland Maine by method noted below:

Within 24-48 hours, upon receipt of an e-mailed invoice from Building Inspections, which signifies that my electronic permit application and corresponding paperwork have been received, determined complete, entered by an administrative representative, and assigned a permit number, I then have the following four (4) payment options:

- [x] to provide an on-line electronic check or credit/debit card (we now accept American Express, Discover, VISA, and MasterCard) payment (along with applicable fees beginning July 1, 2014),
- [ ] 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,
- [ ] or deliver a payment method through the U.S. Postal Service, at the following address:

City of Portland
Inspections Division
389 Congress Street, Room 315
Portland, Maine 04101

Once my payment has been received, this then starts the review process of my permit. ***After all approvals have been met and completed, I will then be issued my permit via e-mail.*** No work shall be started until I have received my permit.

Applicant Signature: _____ Date: October 01, 2014

I have provided digital copies and sent them on: _____ Date: October 01, 2014

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

Inspections Division

Effective July 3, 2014 Date: 11/20/14

Level I – Minor Residential
Development Review Application
Portland, Maine

Planning and Urban Development Department
Planning Division

Portland's Planning and Urban Development Department coordinates the development review process for site plan, subdivision and other applications under the City's Land Use Code. Attached is the application form for a Level I: Minor Residential site plan and building permit.

Level I: Minor Residential development includes:

- Development of a single-family or a two-family building, excluding building additions, decks, or accessory structures, such development shall be deemed minor residential development for purposes of this article regardless of its size.
- The addition of any additional dwelling unit to a building initially reviewed as a two-family dwelling or multifamily structure, if the additional dwelling unit does not require subdivision review under Maine State Statutes and Portland's Subdivision Ordinance.

As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)

The Maine Home Construction Contracts Act requires that any home construction or repair work for more than $3000 in materials or labor must be based on a written contract unless the parties agree to exempt themselves. A sample contract is available on the City's website at http://www.portlandmaine.gov/756/Codes-Regulations-Ordinances

The Land Use Code (including Article V), the Technical Manual, and the Design Manual are available on the City's web site at http://www.portlandmaine.gov/756/Codes-Regulations-Ordinances

Inspection Division
Room 315, City Hall
389 Congress Street
(207) 874-8703

Office Hours
Monday thru Friday
8:00 a.m. – 4:00 p.m.

Planning Division
Fourth Floor, City Hall
389 Congress Street
(207) 874-8721

Office Hours
Monday thru Friday
8:00 a.m. – 4:30 p.m.

Inspections Division
Date: 11/20/14

Project Address: 100 Sheridan Street, Portland, Maine 04101

Total Square Footage of Proposed Structure/Area: 3,573 square feet (includes 368 sf for the basement, 721 sf for the garage and 116 sf for the wood deck on the 3rd floor)	**Area of lot (total sq. ft.):** 5,562 sf **Garage:** Yes X No ____ Attached X Detached ____ Sq. Ft.: 721 sf	**Number of Stories:** 3 **Number of Bathrooms:** 2.5 **Number of Bedrooms:** 2
Tax Assessor's Chart, Block & Lot(s): Chart# 13 Block # J Lot # 16-18		

Current legal use: Vacant Lot

Number of Residential Units Zero

If vacant, what was the previous use? Vacant Lot

Is property part of a subdivision? No **If yes, please name** ____

Project Description:

New sprinklered single family home on a vacant lot.

APPLICANT – (must be owner, Lessee or Buyer) Name: Nancy Bogg & Mark Kiefner Business Name, if applicable: Address: 5 Julie Ann Lane City/State : Cape Elizabeth/ME Zip Code: 04107	Work # 207-761-8402 Home# 207-799-2103 Cell # 207-749-3147 e-mail: mark.kiefner@goodwillnne.org
OWNER INFORMATION – (if different from Applicant) Name: Address: City/State : Zip Code:	Work # Home# Cell # e-mail:
CONTRACTOR INFORMATION: Name: Munjoy Hill Homes Address: 202 Washington Avenue City/State : Portland/ME Zip Code: 04101 Phone Number: 207-233-3753 e-mail: munjoyhillhomes@gmail.com	**Contact when Building Permit is Ready:** Name: Ron Gan Phone Number: 207-233-3753 e-mail: munjoyhillhomes@gmail.com

Inspections Division
Date: 11/20/14

ENGINEER INFORMATION:	Engineer Contact Information
Name: Becker Structural Engineers Address: 75 York Street City/State : Portland/ME Zip Code: 04101	E-mail: nathan@beckerstructural.com Home #: Work #: 207-879-1838 x112 Cell #: 207-299-2248 Fax#: 207-879-1822
SURVEYOR INFORMATION:	**Surveyor Contact Information**
Name: R.W. Eaton Associates Address: 58 Pleasant Street City/State : Westbrook/ME Zip Code: 04092	E-mail: rweaton@maine.rr.com Home #: Work #: 207-854-2402 Cell #: Fax#: 207-856-7167
ARCHITECT INFORMATION:	**Architect Contact Information**
Name: BRIBURN Address: 28 Maple Street, Suite 202 City/State : Portland/ME Zip Code: 04101	E-mail: hhepburn@briburn.com Home #: Work #: 207-774-8482 Cell #: 207-274-4360 Fax#:

DEVELOPMENT REVIEW FEES:
Payment may be made in cash, credit card or check addressed to the City of Portland.

Level I Minor Residential Site Plan	Fees Paid:
1. Application Fee - $300.00	$ 300.00
2. Inspection Fee - $100.00 (for site plan inspection by the Planning Division)	$ 100.00
3. Certificate of Occupancy Fee - $100.00	$ 100.00
4. Building Permit (Cost of Work) Estimated const. cost = $500,000	$ 5,514.00
Total Due:	$ 6,014.00

Building Permit Fee - $25 for the first $1,000 construction cost - $11 every additional $1,000.

Performance Guarantee - Exempt except for those projects that complete construction in the winter and the site work is incomplete.

Inspections Division

Date: 11/20/14

Please submit all of the information outlined on the applicable Checklist, shown on Page 4 and 5 of this Application. In addition, a CD or PDF (e-mailed to buildinginspections@portlandmaine.gov) of the entire Application, including all plans, must be submitted with the Application. Failure to do so may result in the automatic denial of your permit.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14), which includes the Subdivision Ordinance (Section 14-491) and the Site Plan Ordinance (Section 14-521). Portland's Land Use Code is on the City's web site: www.portlandmaine.gov Copies of the ordinances may be purchased through the Planning Division. All of the information on the checklist must be submitted for review. The applicant must check off the items contained in the application package to ensure the application is complete.

Property Taxes:
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 a permit of any kind is accepted.

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

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 Planning Authority and Code Enforcement'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 of Applicant:	Date:
Mark G Kief	October 01, 2014

This is not the permit - you may not commence any work until the permit is issued.

A CD or PDF of the entire application, including all plans, must be submitted with the

General Submittal Requirements – Level I Minor Residential			
Applicant Checklist	*Planner Checklist (internal)*	*Number of Copies*	*Submittal Requirement*
X		2	*Completed application form and check list.*
X		1	*Application fees.*
X		2	*Evidence of right, title and interest.*
NA		2	*Copies of required state and/or federal permits.*
NA		2	*Written Description of existing and proposed easements or other burdens.*
NA		2	*Written requests for waivers from individual site plan and/or technical standards.*
X		2	*Written summary of fire safety (referencing NFPA fire code and Section 3 of the City of Portland Technical Manual). Refer to Fire Department Checklist on page 6 of this application.*

application. (e-mail to buildinginspections@portlandmaine.gov)

Inspections Division

Date: 11/20/14

Site Plans and Boundary Survey Requirements – Level I Minor Residential			
Applicant Checklist	**Planner Checklist (internal)**	**Number of Copies**	**Submittal Requirement**
X		3	Boundary survey meeting the requirements of section 13 of the City of Portland Technical Manual with the site plan information listed below shown on the plan, including a north arrow and a scale greater than or equal to 1"=20'. (Photocopies of the plat or hand drawn building footprints will not be accepted.)
X		▪	*Zoning district, setbacks and dimensional requirements. Show zone lines and overlay zones that apply to the property, including Shoreland Zone &/or Stream Protection Zone.*
X		▪	*Existing and proposed structures (including location of proposed piers, docks or wharves if in Shoreland Zone).*
X		▪	*Location and dimension of existing and proposed paved areas.*
X		▪	*Proposed ground floor area of building.*
X		▪	*Finish floor elevation (FEE) or sill elevation.*
X		▪	*Exterior building elevations (show all 4 sides).*
X		▪	*Existing and proposed utilities (or septic system, where applicable)*
X		▪	*Existing and proposed grading and contours.*
X		▪	*Proposed stormwater management and erosion controls.*
X		▪	*Total area and limits of proposed land disturbance.*
NA		▪	*Proposed protections to or alterations of watercourses.*
NA		▪	*Proposed wetland protections or impacts.*
X		▪	*Existing vegetation to be preserved and proposed site landscaping and street trees (2 trees per unit for a single or two-family house).*
X		▪	*Existing and proposed curb and sidewalk, except for a single family home.*
NA		▪	*Existing and proposed easements or public or private rights of way.*
X		▪	*Show foundation/perimeter drain and outlet.*
NA		▪	*Additional requirements may apply for lots on unimproved streets.*

Inspections Division
Date: 11/20/14

Building Permit Submittal Requirements –Level I: Minor Residential Development			
Applicant Checklist	**Planner Checklist (internal)**	**Number of Copies**	**Submittal Requirement**
		1	**One (1) complete set of construction drawings must include:**
X			▪ *Cross section with framing details*
X			▪ *Floor plans and elevations to scale*
X			▪ *Stair details including dimensions of : rise/run, head room, guards/handrails, baluster space*
X			▪ *Window and door schedules*
X			▪ *Foundation plans w/required drainage and damp proofing , if applicable*
X			▪ *Detail egress requirements and fire separation, if applicable*
X			▪ *Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IEEC 2003*
X			▪ *Deck construction including: pier layout, framing, fastenings, guards, stair dimensions*
X			▪ *As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)*
X			▪ *Reduced plans or electronic files in pdf format are also required if original plans are larger than 11X17"*

**** Reminder: ****

1. **A CD or PDF of the entire application, including all plans, must be submitted with the application.**
2. Separate permits are required for internal and external plumbing, HVAC, and electrical installations.
3. Please submit all of the information outlined in this application checklist.
4. If the application is incomplete, the application may be refused.
5. The Planning and Urban Development Department may request additional information prior to the issuance of a permit.

Inspections Division
Date: 11/20/14

Site Plan Standards for Review of Level I: Minor Residential

Level I: Minor Residential site plan applications are subject to the following site plan standards*, as contained in section 14-526 of Article V, Site Plan:

- 14-526 (a) **Transportation Standards**:
  - 2.a. Site Access and Circulation (i) and (ii);
  - 2.c Sidewalks: (*if the site plan is a two- family or multi-family building only*);
  - 4.a. Location and required number of vehicle parking spaces:(i) and (iv)

- 14-526 (b) **Environmental Quality Standards**:
  - 1. Preservation of significant natural features.
  - 2.a. Landscaping and landscape preservation
  - 2.b. Site landscaping (iii)
  - 3.a. Water quality, stormwater management and erosion control: a., d., e., and f.

- 14-526 (c) **Public Infrastructure and Community Safety Standards**:
  - 1. Consistency with Master Plan
  - 2. Public Safety and fire prevention
  - 3. Availability and adequate capacity of public utilities; a., c., d., and e.

- 14-526 (d) **Site Design Standards**:
  - 5. Historic Resources
  - 9. Zoning related design standards

- *Except as provided in Article III of the City Code, or to conditions imposed under Section 14-526(e) only, or to those submission requirements set forth in section 14-527 as relate solely thereto.*

PORTLAND FIRE DEPARTMENT
SITE REVIEW
FIRE DEPARTMENT CHECKLIST

A separate drawing[s] shall be provided to the Portland Fire Department for all site plan reviews.

1. Name, address, telephone number of applicant.
2. Name address, telephone number of architect
3. Proposed uses of any structures [NFPA and IBC classification]
4. Square footage of all structures [total and per story]
5. Elevation of all structures
6. Proposed fire protection of all structures
   - ***<u>As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)</u>***
7. Hydrant locations