



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • [www.portlandmaine.gov](http://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:

- 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: \_\_\_\_\_

I have provided digital copies and sent them on: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Room 315 - 389 Congress Street- Portland, Maine 04101 (207) 874-8703 - Fax: 874-8716 - TTY: 874-8936**



## 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.

<b>Project Address:</b>		
<b>Total Square Footage of Proposed Structure/Area:</b>	<b>Area of lot (total sq. ft.):</b> 2975 sq. ft <b>Garage:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>Attached</b> _____ <b>Detached</b> _____ <b>Sq. Ft.:</b> _____	<b>Number of Stories:</b> ____ <b>Number of Bathrooms:</b> ____ <b>Number of Bedrooms:</b> ____
<b>Tax Assessor's Chart, Block &amp; Lot(s):</b> <u>Chart#</u> <u>Block #</u> <u>Lot #</u>		
<b>Current legal use:</b> _____ <b>Number of Residential Units</b> _____ <b>If vacant, what was the previous use?</b> _____ <b>Is property part of a subdivision?</b> _____ <b>If yes, please name</b> _____ <b>Project Description:</b>		
<b><u>APPLICANT</u></b> – (must be owner, Lessee or Buyer)		
Name:		Work #
Business Name, if applicable:		Home#
Address:		Cell #
City/State :	Zip Code:	e-mail:
<b><u>OWNER INFORMATION</u></b> – (if different from Applicant)		
Name:		Work #
Address:		Home#
City/State :	Zip Code:	Cell #
		e-mail:
<b><u>CONTRACTOR INFORMATION:</u></b>		<b>Contact when Building Permit is Ready:</b>
Name:		Name:
Address:		Phone Number:
City/State :	Zip Code:	e-mail:
Phone Number:		
e-mail:		

<b>ENGINEER INFORMATION:</b>  Name:  Address:  City/State :                                  Zip Code:	<b>Engineer Contact Information</b>  E-mail:  Home #:  Work #:  Cell #:    Fax#:
<b>SURVEYOR INFORMATION:</b>  Name:  Address:  City/State :                                  Zip Code:	<b>Surveyor Contact Information</b>  E-mail:  Home #:  Work #:  Cell #:    Fax#:
<b>ARCHITECT INFORMATION:</b>  Name:  Address:  City/State :                                  Zip Code:	<b>Architect Contact Information</b>  E-mail:  Home #:  Work #:  Cell #:    Fax#:

**DEVELOPMENT REVIEW FEES:**

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

<b>Level I Minor Residential Site Plan</b>  <b>1. Application Fee - \$300.00</b>  <b>2. Inspection Fee - \$100.00</b> (for site plan inspection by the Planning Division)  <b>3. Certificate of Occupancy Fee - \$100.00</b>  <b>4. Building Permit (Cost of Work)</b>  <p style="text-align: right;"><b>Total Due:</b></p>	<b>Fees Paid:</b>  \$ _____  \$ _____  \$ _____  \$ _____  \$ _____
<b>Building Permit Fee</b> - \$25 for the first \$1,000 construction cost - \$11 every additional \$1,000.	
<b>Performance Guarantee</b> - Exempt except for those projects that complete construction in the winter and the site work is incomplete.	

**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](mailto: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](http://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.

<b>Signature of Applicant:</b>	<b>Date:</b>
--------------------------------	--------------

**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**

<b>General Submittal Requirements – Level I Minor Residential</b>			
<b>Applicant Checklist</b>	<b>Planner Checklist (internal)</b>	<b>Number of Copies</b>	<b>Submittal Requirement</b>
<input type="checkbox"/>		2	Completed application form and check list.
<input type="checkbox"/>		1	Application fees.
<input type="checkbox"/>		2	Evidence of right, title and interest.
<input type="checkbox"/>		2	Copies of required state and/or federal permits.
<input type="checkbox"/>		2	Written Description of existing and proposed easements or other burdens.
<input type="checkbox"/>		2	Written requests for waivers from individual site plan and/or technical standards.
<input type="checkbox"/>		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](mailto:buildinginspections@portlandmaine.gov))**

## Site Plans and Boundary Survey Requirements – Level I Minor Residential

Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
<input type="checkbox"/>		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.)
<input type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ <i>Zoning district, setbacks and dimensional requirements. Show zone lines and overlay zones that apply to the property, including Shoreland Zone &amp;/or Stream Protection Zone.</i></li> </ul>
<input type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ <i>Existing and proposed structures (including location of proposed piers, docks or wharves if in Shoreland Zone).</i></li> </ul>
<input type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ <i>Location and dimension of existing and proposed paved areas.</i></li> </ul>
<input type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ <i>Proposed ground floor area of building.</i></li> </ul>
<input type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ <i>Finish floor elevation (FEE) or sill elevation.</i></li> </ul>
<input type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ <i>Exterior building elevations (show all 4 sides).</i></li> </ul>
<input type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ <i>Existing and proposed utilities (or septic system, where applicable)</i></li> </ul>
<input type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ <i>Existing and proposed grading and contours.</i></li> </ul>
<input type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ <i>Proposed stormwater management and erosion controls.</i></li> </ul>
<input type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ <i>Total area and limits of proposed land disturbance.</i></li> </ul>
<input type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ <i>Proposed protections to or alterations of watercourses.</i></li> </ul>
<input type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ <i>Proposed wetland protections or impacts.</i></li> </ul>
<input type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ <i>Existing vegetation to be preserved and proposed site landscaping and street trees (2 trees per unit for a single or two-family house).</i></li> </ul>
<input type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ <i>Existing and proposed curb and sidewalk, except for a single family home.</i></li> </ul>
<input type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ <i>Existing and proposed easements or public or private rights of way.</i></li> </ul>
<input type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ <i>Show foundation/perimeter drain and outlet.</i></li> </ul>
<input type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ <i>Additional requirements may apply for lots on unimproved streets.</i></li> </ul>

## Building Permit Submittal Requirements –Level I: Minor Residential Development

Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
		<b>1</b>	<b>One (1) complete set of construction drawings must include:</b>
<input type="checkbox"/>			▪ <i>Cross section with framing details</i>
<input type="checkbox"/>			▪ <i>Floor plans and elevations to scale</i>
<input type="checkbox"/>			▪ <i>Stair details including dimensions of : rise/run, head room, guards/handrails, baluster space</i>
<input type="checkbox"/>			▪ <i>Window and door schedules</i>
<input type="checkbox"/>			▪ <i>Foundation plans w/required drainage and damp proofing , if applicable</i>
<input type="checkbox"/>			▪ <i>Detail egress requirements and fire separation, if applicable</i>
<input type="checkbox"/>			▪ <i>Insulation R-factors of walls, ceilings &amp; floors &amp; U-factors of windows per the IEEC 2003</i>
<input type="checkbox"/>			▪ <i>Deck construction including: pier layout, framing, fastenings, guards, stair dimensions</i>
<input type="checkbox"/>			▪ <i>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.)</i>
<input type="checkbox"/>			▪ <i>Reduced plans or electronic files in pdf format are also required if original plans are larger than 11X17”</i>

**\*\* 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.

## 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
  - **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.)**
7. Hydrant locations