



# PORTLAND MAINE

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### **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: \_\_\_\_\_

8/28/13

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

6/29/15

Date: \_\_\_\_\_

8/28/15

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**

**SUBMIT WITH CONDOMINIUM CONVERSION PERMIT APPLICATION**

**PROJECT DATA:**

ADDRESS: 23 Emerson St Portland ME

Chart/Block/Lot(CBL): 14 K006 001

Number of legal dwelling unit in building: 3 (vacant)

Tenant Name	Tenant Telephone #	Occupancy Length	Date of Notice	Eligible for \$?
Unit 1:				
Unit 2:				
Unit 3:				
Unit 4:		NA		
Unit 5:				
Unit 6:				
Unit 7:				
Unit 8:				
Unit 9:				
Unit 10:				

*If more than 10 units, submit same information on all units on a separate piece of paper (or back of this one)*

Length of time building owned by applicant: 4.5 months

Are any building improvements, renovations, or modifications being made associated with this conversion that requires a building, plumbing, electrical or HVAC permit? YES  NO  (check ONE)

Type and cost of building improvements, associated with this conversion, that do NOT require permits:

\$ \_\_\_\_\_ Exterior walls, windows, doors, roof

\$ \_\_\_\_\_ Insulation See Building Permit app.

\$ \_\_\_\_\_ Interior Cosmetics (walls/floors/hallways/refinishing, etc.)

\$ \_\_\_\_\_ OTHER (specify)