A CD or PDF of the entire application, including all plans, must be submitted application. (e-mail to buildinginspections@portlandmaine.gov)

BMS - BRAMLEY SIMMONS HOUSE - 71 QUEBEC ST - 009

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 12/08/14

General Submittal Requirements – Level I Minor Residential			
Applicant Checklist	***Planner Checklist (internal)***	***Number of Copies***	***Submittal Requirement***
		2	*Completed application form and check list.*
✓		*1*	*Application fees.*
✓		*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.*
✓		*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.*

Site Plans and Boundary Survey Requirements – Level I Minor Residential			
Applicant Checklist	**Planner Checklist (internal)**	**Number of Copies**	**Submittal Requirement**
✓		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.)
✓		▪	*Zoning district, setbacks and dimensional requirements. Show zone lines and overlay zones that apply to the property, including Shoreland Zone &/or Stream Protection Zone.*
✓		▪	*Existing and proposed structures (including location of proposed piers, docks or wharves if in Shoreland Zone).*
✓		▪	*Location and dimension of existing and proposed paved areas.*
✓		▪	*Proposed ground floor area of building.*
✓		▪	*Finish floor elevation (FEE) or sill elevation.*
✓		▪	*Exterior building elevations (show all 4 sides).*
✓		▪	*Existing and proposed utilities (or septic system, where applicable)*
✓		▪	*Existing and proposed grading and contours.*
✓		▪	*Proposed stormwater management and erosion controls.*
✓		▪	*Total area and limits of proposed land disturbance.*
NA		▪	*Proposed protections to or alterations of watercourses.*
NA		▪	*Proposed wetland protections or impacts.*
✓		▪	*Existing vegetation to be preserved and proposed site landscaping and street trees (2 trees per unit for a single or two-family house).*

✓		▪ *Existing and proposed curb and sidewalk, except for a single f*
NA		▪ *Existing and proposed easements or public or private rights o*
✓		▪ *Show foundation/perimeter drain and outlet.*
NA		▪ *Additional requirements may apply for lots on unimproved st*

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Building Permit Submittal Requirements –Level I: Minor Residential Deve

Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
		1	**One (1) complete set of construction drawings must include:**
✓			▪ *Cross section with framing details*
✓			▪ *Floor plans and elevations to scale*
✓			▪ *Stair details including dimensions of : rise/run, head room, guards/handrails, baluster space*
✓			▪ *Window and door schedules*
✓			▪ *Foundation plans w/required drainage and damp proofing , if applicable*
✓			▪ *Detail egress requirements and fire separation, if applicable*
✓			▪ *Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IEEC 2003*
✓			▪ *Deck construction including: pier layout, framing, fastenings, guards, stair dimensions*
✓			▪ *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.)*
✓			▪ *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.