



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 (please check and submit all required items):

- New Commercial Structures and Additions Checklist** (this form)
- General Building Permit Application** completed
- 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 the property was 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: Construction documents for projects with a construction cost in excess of \$50,000 must be prepared by a design professional and bear their seal.

Applications for detached accessory structures for storage only and 120 square feet or less 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

New structures 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 Analysis** per 2009 IBC and NFPA
- Geotechnical report**
- Structural load design criteria** per 2009 IBC
- Statement of Special Inspections**
- Certificate of Accessible Building Compliance** (See attached.)
- ComCheck** <https://www.energycodes.gov/comcheck/> or **ResCheck** <https://www.energycodes.gov/rescheck/> with certificates of compliance for thermal envelope and MEP systems

Complete set of construction drawings with the following:

- Life safety plans showing egress, travel distance, fire separations, and detection/alarm/emergency devices
- Foundation, floor and wall structural framing plans for each story and roof
- Existing and proposed floor plans
- Stair details with dimensions, direction of travel, handrails and guardrails
- Wall and 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: 145 CUMBERLAND AVE

Tax Assessor's CBL: 022 L 17 Cost of Work: \$ 15,000
Chart # Block # Lot #

Proposed use (e.g., single-family, retail, restaurant, etc.): RESTAURANT (UNION BAGEL)

Current use: UNION BAGEL Past use, if currently vacant: _____

Commercial Multi-Family Residential One/Two Family Residential

Type of work (check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> New Structure | <input type="checkbox"/> Foundation Only | <input type="checkbox"/> Change of Ownership - Condo Conversion |
| <input type="checkbox"/> Addition | <input checked="" type="checkbox"/> Fence | <input type="checkbox"/> Change of Use |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Pool - Above Ground | <input type="checkbox"/> Change of Use - Home Occupation |
| <input type="checkbox"/> Amendment | <input type="checkbox"/> Pool - In Ground | <input type="checkbox"/> Radio/Telecommunications Equipment |
| <input type="checkbox"/> Shed | <input checked="" type="checkbox"/> Retaining Wall | <input type="checkbox"/> Radio/Telecommunications Tower |
| <input type="checkbox"/> Demolition - Structure | <input type="checkbox"/> Replacement Windows | <input type="checkbox"/> Tent/Stage |
| <input type="checkbox"/> Demolition - Interior | <input type="checkbox"/> Commercial Hood System | <input type="checkbox"/> Wind Tower |
| <input type="checkbox"/> Garage - Attached | <input type="checkbox"/> Tank Installation/Replacement | <input type="checkbox"/> Solar Energy Installation |
| <input type="checkbox"/> Garage - Detached | <input type="checkbox"/> Tank Removal | <input type="checkbox"/> Site Alteration |

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

DEMOLISH EXISTING RETAINING WALLS AND REBUILD WITH PRECAST BLOCKS TO SAME DIMENSIONS.
INSTALL 4' PRIVACY FENCE BEHIND WALL.

Applicant Name: GNOME LANDSCAPES Phone: (207) 781 - 2955

Address: 305 HS RT 1 FALMOUTH ME Email: CHRIS@GNOMELANDSCAPES.COM

Lessee/Owner Name (if different): AML ASSOCIATES, LLC Phone: (860) 324 - 7799

Address: 147 CUMBERLAND AVE PORTLAND Email: JOELUCIANO36@gmail

Contractor Name (if different): GNOME LANDSCAPES Phone: () -

Address: SAME Email: SAME

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: [Signature] Date: 1/30/17

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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Requirements for Electronic Submissions

In order to ensure the most expedient review of your application, please meet the requirements below for all electronic submissions:

- **Drawings sheets shall be submitted individually-- each PDF file shall contain no more than one drawing sheet.** Only PDF files are acceptable for plan review, and each file shall not exceed 5MB in size.*
- **Drawing files shall be named based on the drawing sheet number and name.** It is recommended to include a Category/Discipline letter (such as A for Architectural), a sheet number and a descriptive title (e.g., A1 Existing Exterior Elevation).
- **Revised file submissions must use the exact same file name as originally submitted.** The Electronic Plan Review software will recognize this submission as Version 2.
- **Supporting documents shall be submitted as an individual PDF file for each document (these documents may be multi-page PDF files) and named based on the document type** (e.g., "Deed", "Stormwater Report", "Permit Application", etc.). Searchable PDF files are requested for calculations, reports and other supporting documents.
- **A graphic scale or a scale to reference shall be included on each drawing sheet.**
- **Plans prepared by a design professional shall include a Code Analysis sheet,** referencing the Maine Uniform Building and Energy Code and Portland City Code, Chapter 10 – Fire Prevention and Protection, which includes National Fire Protection Association (NFPA) 1, Fire Code and NFPA 101, Life Safety Code. Chapter 10 of the City Code can be viewed at: <http://www.portlandmaine.gov/citycode/chapter010.pdf>.
- **Files shall be submitted via email to permitting@portlandmaine.gov.** The email subject line shall include the project address and type of permit. Multiple emails may be sent for one project if the files exceed the maximum file size.
- **Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.**

For further information and to access PDF versions of this and other forms, visit the Permitting and Inspections Department online at <http://portlandmaine.gov/1728/Permitting-Inspections>.

*To download a free version of Adobe Acrobat Reader, please visit: <https://get.adobe.com/reader/>