



Permitting and Inspections Department  
Michael A. Russell, MS, Director

**FAST TRACK ELIGIBLE PROJECTS  
SCHEDULE B**

(Please note: The appropriate Submission Checklist and General Building Permit Application must be submitted with any Fast Track application.)

**Type of Work:**

- One/two family renovations within existing shell, including interior demolition and windows.
- One/two family HVAC, including boiler, furnace, heating appliance, pellet or wood stove.
- One/two family exterior propane tank.
- Commercial HVAC for boiler, furnace, and heating appliance.
- Commercial HVAC system with structural and mechanical stamped plans.
- Commercial interior demolition – no load bearing demolition.
- Temporary outdoor tents and stages less than 750 square feet.
- Temporary construction trailer.

Zone: B-7

- |                         |                           |                                     |
|-------------------------|---------------------------|-------------------------------------|
| Shoreland zone?         | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Stream protection zone? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Historic district?      | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Flood zone (if known)?  | <input type="radio"/> Yes | <input checked="" type="radio"/> No |

This information may be found on the city's online map portal at:  
<http://click.portlandmaine.gov/gisportal/>

**I certify that** (all of the following must be initialed for this application to be accepted):

- I am not expanding the building, including footprint, floor area, or dormer.
- I am the owner or authorized owner's agent of the property listed below.
- I am aware that this application will not be reviewed for determination of the zoning legal use and the use may not be in compliance with City records.
- I assume responsibility for compliance with all applicable codes, bylaws, rules and regulations.
- I assume responsibility for scheduling inspections of the work as required, and agree that the inspector may require modifications to the work completed if it does not meet applicable codes.

Initials  
MA  
MA  
MA  
MA  
MA

Project Address: 191 Marginal Way

Print Name: Michael Goodrich Date: 6/20/17

*This is a legal document and your electronic initials are considered a legal signature per Maine state law.*



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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](mailto: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/>