PORTLA

Strengthening a Remarkable Cit

Jeff Levine, AICP, Director
Director of Planning and Urban Development

Electronic Signature and

Notice: Your electronic signature is cons

Inspections Division

Date: 07/09/15

By digitally signing the attached document(s), you are si
your electronic signature is considered a ***legal signature***
on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no p
appropriate permit fees are ***paid in full*** to the Inspecti
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:

- [x] 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: 06/17/2015

I have provided digital copies and sent them on:_____ Date: 06/17/2015

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