Inspections Division

Date: 03/15/16

General Building Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Address/Location of Construction: 389 Congress Street		
Total Square Footage of Proposed Structure:	Existing 500 S.F.	
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 027 C012 001	**Applicant Name:** City of Portland Attn: Aaron Shields Address 389 Congress Street City, State & Zip Portland, Me 04101	Telephone: 207-415-9632 Email: ads@portlandmaine.g
Lessee/Owner Name : City of Portland (if different than applicant) Address: 389 Congress Street City, State & Zip: Portland, Me 04101 Telephone & E-mail:	**Contractor Name:** City of Portland Attn: Aaron Shields (if different from Applicant) Address: 212 Canco Road City, State & Zip: Portland, Me 04101 Telephone & E-mail: 207-415-9632	Cost Of Work: $ Existing Office Space C of O Fee: $_____ Historic Rev $_____ **Total Fees : $**_____

Current use (i.e. single family) Administrative Office Space

If vacant, what was the previous use? _____

Proposed Specific use: Same Use - Newly Configured Office For Mayor

Is property part of a subdivision? ___ If yes, please name _____

Project description:

Renovate City Hall Office Space with new walls and electrical

Who should we contact when the permit is ready:	Aaron Shields
Address:	212 Canco Road
City, State & Zip:	Portland, Me 04101
E-mail Address:	ads@portlandmaine.gov
Telephone:	207-415-9632

Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

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: Aaron D. Shields **Date:** 03/02/16

This is not a permit; you may not commence ANY work until the permit is issued.