



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: <u>88 FEDERAL STREET, PORTLAND, ME</u>		
Total Square Footage of Proposed Structure: _____		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>Q28 J001 001</u>	Applicant Name: <u>SEWALL ASSOC</u> Address <u>203 ANDERSON STREET</u> City, State & Zip <u>PORTLAND, ME 04101</u>	Telephone: <u>838-7981</u> Email: <u>SEWALL@MAINE-RR.COM</u>
Lessee/Owner Name: <u>PINE TREE LEGAL</u> (if different than applicant) Address: <u>88 FEDERAL STREET</u> City, State & Zip: <u>PORTLAND, MAINE 04101</u> Telephone <u>774-4753</u> E-mail: <u>CHENEGAR@PTLA.ORG</u>	Contractor Name: (if different from Applicant) <u>SAME</u> Address: City, State & Zip: Telephone E-mail:	Cost of Work: \$ <u>15,134</u> C of O Fee: \$ _____ Historic Rev \$ _____ Total Fees: \$ _____
Current Use (i.e. single family) <u>OFFICE</u>		
If vacant, what was the previous use? <u>NA</u>		
Proposed Specific use: <u>SAME</u>		
Is property part of a subdivision? If yes, please Name <u>NO</u>		
Project description: <u>2 NEW OFFICE SPACES, 2 OFFICES INTO CONFERENCE ROOM, PASS THROUGH OPENING</u>		
Who should we contact when the permit is ready: <u>STEPHEN SEWALL / SEWALL ASSOC INC</u>		
Address: <u>203 ANDERSON STREET</u>		
City, State & Zip: <u>PORTLAND, MAINE 04101</u>		
E-mail Address: <u>SEWALL@MAINE.RR.COM</u>		
Telephone: <u>838-7981</u>		

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 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 Department of Permitting and Inspections on-line at www.portlandmaine.gov, or stop by the 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: <u>Stephen Sewall</u>	Date: <u>12-28-16</u>
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This is not a permit; you may not commence ANY work until the permit is issued.



Department of Permitting and Inspections

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a *legal signature* per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

1. Once the complete application package has been received by us, and entered into the system,
2. You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the process.
3. You then have the following four (4) payment options:

- provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment
- 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,
- deliver a payment method through the U.S. Postal Service, at the following address:

City of Portland
 Department of Permitting and Inspections
 389 Congress Street, Room 315
 Portland, Maine 04101

By Signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via e-mail. *No work shall be started until I have received my permit.*

Applicant Signature: Stephen Jewell Date: 12-28-16

I have provided digital copies and sent them on:

Date: _____

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



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

Fast Track Eligible Projects

✓	Type of Project	Schedule
	One/two family swimming pool, spa, or hot tub.	A
	One/two family first floor deck, stairs, or porch.	A
	One/two family detached, one-story accessory structure less than 600 sq. ft. without habitable space.	A
	Fences over 6 feet in height (residential or commercial).	A
✓		
	One/two family renovations within existing shell, including interior demolition and windows.	B
	One/two family HVAC, including boiler, furnace, heating appliance, or pellet/wood stove.	B
	One/two family exterior propane tank.	B
	Commercial HVAC for boiler, furnace, and heating appliance.	B
	Commercial HVAC system with structural/mechanical stamped plans.	B
	Interior office renovations without change of use, expansion, site work, load-bearing structural change. Stamped plans must be provided.	B
✓	Commercial interior demolition with no load-bearing demolition.	B
	Temporary outdoor tent or stage less than 750 sq. ft.	B
✓		
	One/two family attached garage, addition, or dormer with stamped plans.	C
	Home occupations other than daycares.	C
	Commercial signs or awnings.	C
	Commercial exterior propane tanks.	C
	Retaining walls over 4' in height with plans stamped by a structural engineer.	C
	Site work only (with approved site plan or does not trigger site plan review).	C

Staff Review by Schedule

Schedule	Permit Tech	Zoning	Building/Life Safety	Planning	Historic
A*	X				X
B*	X				X
C		X		X**	X

*If project is within the shoreland zone, stream protection zone or Special Flood Hazard Area, zoning review will be required.

**Commercial structural expansions, including concrete or other impervious pads. Residential or commercial retaining walls or site work located in the shoreland zone.