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Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 08/30/17

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.