

I have provided digital copies and sent them on: _____ Date: 2-10-15

Applicant Signature: [Signature] _____ Date: 2-10-15

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.

City of Portland
Inspections Division
389 Congress Street, Room 315
Portland, Maine 04101

- or deliver a payment method through the U.S. Postal Service, at the following address:
- hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall,
- call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone,
- 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).

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:

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.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

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

Electronic Signature and Fee Payment Confirmation

Jeff Levine, AICP, Director
Director of Planning and Urban Development
Tammy Munson
Director, Inspections Division

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