



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
X	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.



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**FAST TRACK ELIGIBLE PROJECTS
SCHEDULE C**

Type of Work:

- One/two family garage, addition, or dormer with stamped plans
- Home occupation other than day care
- Commercial sign or awning
- Commercial exterior propane tank
- Retaining walls higher than 4 feet with stamped plans by a structural engineer
- Site work only (with approved site plan or does not trigger site plan review)

Zone: _____

- | | | |
|-------------------------|-----|----|
| Shoreland zone? | Yes | No |
| Stream protection zone? | Yes | No |
| Historic district? | Yes | No |
| Flood zone (if known)? | Yes | No |

This information may be found on the city's online map portal at <http://click.portlandmaine.gov/gisportal/>

1. Setbacks to project:

Proposed Project	Ordinance Requirement
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- | | | |
|--------------------------------------|-------|-------|
| a. Front | _____ | _____ |
| b. Rear | _____ | _____ |
| c. Left side | _____ | _____ |
| d. Right side | _____ | _____ |
| e. Side street | _____ | _____ |
| f. Other structures (for pools only) | _____ | _____ |

2. Lot coverage or impervious surface coverage (total after project): _____

3. Landscaped open space (R-6 zone only): _____

4. Height of structure: _____

I certify that:

Initials

- I have sufficient right, title and interest in the property. _____
- I will schedule my inspections, and the inspector may require changes to my structure if it does not meet local ordinances and state regulations. _____

Project Address: _____

Print Name: _____ Date: _____

Notice: The following activities under this schedule may require Site Plan review by the Planning & Urban Development Department:

- Commercial structural expansions, including concrete or other impervious pads
- Residential or commercial retaining walls
- Site work located in the shoreland zone or site work, such as grading, filling or clearing which requires Site Plan Review.

For more information, please contact planning@portlandmaine.gov or (207)874-8719.