



# Demolition of a Structure 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.

<b>Location/Address of Construction:</b>		
<b>Total Square Footage of Proposed Structure</b>		<b>Square Footage of Lot:</b>
<b>Tax Assessor's Chart, Block &amp; Lot:</b> Chart#      Block#      Lot#	<b>Owner Name:</b> Address: E-Mail:	<b>Telephone:</b>
<b>Lessee Name:</b> (If different than owner) Address:  <b>Phone:</b>  <b>E-Mail:</b>	<b>Applicant Name:</b> (If different than owner) Address:  <b>Phone:</b>  <b>E-Mail:</b>	<b>Cost Of Work:</b> \$ _____  <b>Fee:</b> \$ _____
<b>Current legal use: (i.e. garage, warehouse)</b> _____ <b>If vacant, what was the previous use?</b> _____ <b>How long has it been vacant?</b> _____ <b>Project description:</b>		
<b>Contractor's name, address &amp; telephone:</b> _____ <b>Who should we contact when the permit is ready :</b> <b>Mailing address:</b> _____ <b>Telephone:</b> _____ _____ <b>E Mail:</b>		

**Electronic files in pdf format are also required**

**Please submit all of the information outlined in the Demolition call list. Failure to do so will result in the automatic denial of your permit.**

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](http://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 of Applicant:**

**Date:**

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



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • [www.portlandmaine.gov](http://www.portlandmaine.gov)*

Jeff Levine, AICP, Director  
Director of Planning and Urban Development

Tammy Munson  
Director, Inspections Division

### **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.

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:

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:

- 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),
- 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,
- or deliver a payment method through the U.S. Postal Service, at the following address:

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

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.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have provided digital copies and sent them on: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Room 315 - 389 Congress Street- Portland, Maine 04101 (207) 874-8703 - Fax: 874-8716 - TTY: 874-8936**



# Demolition Call List & Requirements

Site Address: \_\_\_\_\_

Owner: \_\_\_\_\_

Structure Type: \_\_\_\_\_

Contractor: \_\_\_\_\_

## Utility Approvals

### Number

### Contact Name/Date

Central Maine Power

1-800-750-4000

\_\_\_\_\_

Unitil

1-207-541-2533

\_\_\_\_\_

Portland Water District

761-8310

\_\_\_\_\_

Dig Safe

1-888-344-7233

\_\_\_\_\_

**After calling Dig Safe, you must wait 72 business hours before digging can begin.**

DPW/ Traffic Division

874-8891

\_\_\_\_\_

DPW/ Sealed Drain Permit

874-8822

\_\_\_\_\_

Historic Preservation

874-8726

\_\_\_\_\_

DEP – Environmental (Augusta)

287-2651

\_\_\_\_\_

## Additional Requirements

- 1) Written notice to adjoining owners
- 2) A photo of the structure(s) to be demolished
- 3) A plot plan or site plan of the property
- 4) Certification from an asbestos abatement company
- 5) Electronic files in pdf format

**Permit Fee: \$25.00 for the first \$1000.00 construction cost, \$11.00 per additional \$1000.00 cost**

**All construction and demolition debris generated in Portland must be delivered to Riverside Recycling Facility at 910 Riverside Street. Source separated salvage materials placed in specifically designated containers are exempt from this provision. For more information call @ 874-8467.**

U.S. EPA Region 1 – No Phone call required. Just mail copy of State notification to:

Demo / Reno Clerk  
US EPA Region I (SEA)  
JFK Federal Building  
Boston, MA 02203

**I have contacted all of the necessary companies/departments as indicated above and attached all required documentation.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For more information or to download this form and other permit applications visit the Inspections Division on our website at [www.portlandmaine.gov](http://www.portlandmaine.gov)**