



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

## Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: [portlandmaine.gov/payyourpermit](http://portlandmaine.gov/payyourpermit)
- Over the phone at (207) 874-8703.
- Drop off to Room 315, City Hall.
- Mail to:

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

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Outdoor dining may not commence until permit is received.

Applicant Signature:  Date: 1/23/17

I have provided electronic copies and sent them on: Date: 1/23/17

**NOTE:** All electronic paperwork must be delivered to [permitting@portlandmaine.gov](mailto:permitting@portlandmaine.gov) or on a thumb drive.