

**CITY OF PORTLAND**  
**Planning & Urban Development Department**

**ADMINISTRATIVE AUTHORIZATION  
SUBMISSION CHECKLIST**  
Please submit each document as a separate PDF file  
Please confirm by electronically checking the boxes to the left

Administrative Authorization means the Planning Authority may grant administrative authorization to exempt a development proposal from complete or partial site plan review that meets the standards of the site plan ordinance (Sec 14-523 (b))

**SITE PLAN AND SUPPLEMENTAL DOCUMENTATION, AS APPLICABLE**

	<p><b>Project Description</b></p> <ul style="list-style-type: none"> <li>• Cover Letter with detailed project description</li> </ul>
	<p><b>Site Plan – Existing Conditions, as applicable:</b></p> <ul style="list-style-type: none"> <li>Locate existing structures</li> <li>Approximate location of structures on abutting property</li> <li>Topography</li> <li>Locate water courses or wetlands</li> <li>Zone lines</li> </ul> <p><b>Site Plan – Proposed Site Plan, as applicable:</b></p> <ul style="list-style-type: none"> <li>Locate existing and proposed paved areas (parking spaces)</li> <li>Location, area, and limits of the proposed site disturbance or alteration</li> <li>Proposed structures or building additions with a footprint of 500 sq or less</li> <li>Proposed curb cuts, sidewalks, or other street modifications</li> <li>Proposed stormwater management facilities or modifications</li> <li>Location and photometrics for on-site lighting</li> <li>Other information as relevant</li> </ul>



Permitting and Inspections Department

## New Commercial Structure and Addition Checklist

(Including accessory structure, ramp, stair)

All applications shall be submitted online via the Citizen Self Service portal. Refer to the attached documents for complete instructions. The following items shall be submitted for all applications (please check and submit all items):

**New Commercial Structures and Additions Checklist** (this form)

**Plot plan/site plan** showing lot lines, shape and location of existing and proposed structures

N/A **Stamped boundary survey and copy of final approved site plan** (for new commercial structures that were subject to Site Plan approval only)

N/A **Proof of Ownership** (e.g. deed, purchase and sale agreement) if purchased within the last six months **Impact**

N/A **Impact Fee Form and documentation from Portland Water District** (refer to attached form for details)

**Administrative Authorization Application** from the Planning Department (required for new structures 500 square feet or less). For more information: <https://www.portlandmaine.gov/2002/Applications>.

**Please note:** All plans shall be drawn to a measurable scale (e.g., 1/4 inch = 1 foot) and include dimensions. Construction documents prepared and stamped by a licensed architect or engineer shall be required for certain projects in accordance with the stated [Policy on Requirements for Stamped or Sealed Drawings](#).

**Applications for detached accessory structures 120 square feet or less (for storage only) shall also include:** One of the following which includes the length, width and height of the structure:

N/A A copy of the brochure from the manufacturer; or

N/A A picture or sketch/plan of the proposed shed/structure

**Applications for new structures and additions 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.)

**Partial Code Reviews** per 2015 IBC and 2009 NFPA 101 with project applicable details

N/A **Geotechnical report**

**Structural load design criteria** per 2015 IBC

N/A **Statement of Special Inspections**

N/A **Certificate of Accessible Building Compliance**

N/A **ComCheck** <https://www.energycodes.gov/comcheck/> or **ResCheck** <https://www.energycodes.gov/rescheck/> with certificates of compliance for thermal envelope and MEP systems

**One complete set of construction drawings with the following:**

N/A Life safety plan showing egress capacity, any egress windows, occupancy load, travel distances, common path distance, dead end corridor length, separation of exits, illumination and marking of exits, portables fire extinguishers, fire separations and any fire alarm or fire sprinklers systems.

Foundation, floor and wall structural framing plans for each story and roof

N/A Stair details with dimensions, direction of travel, handrails and guardrails

N/A Wall/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

N/A Door and window schedules

N/A Insulation R-factors of foundation/slab, walls, ceilings, floors, roof and window U-factors

N/A Accessibility features and design details

N/A Complete electrical, plumbing and mechanical plans

N/A Project specifications manual

N/A 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](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.**