



Department of Permitting and Inspections

Commercial Interior & Change of Use Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

One (1) complete set of construction drawings must include:

Note: Construction documents for costs in excess of \$50,000.00 must be prepared by a Design Professional and bear their seal.

- Cross sections w/framing details
- Detail of any new walls or permanent partitions
- Floor plans and elevations
- Window and door schedules
- Complete electrical and plumbing layout.
- Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review
- Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IEEC 2009
- Proof of ownership is required if it is inconsistent with the assessors records.
- Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".
- Per State Fire Marshall, all new bathrooms must be ADA compliant.

Portland Public
Works Sewer
Separation Project

Separate permits are required for internal and external plumbing, HVAC & electrical installations.

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including:

- The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines.
- Location and dimensions of parking areas and driveways, street spaces and building frontage.
- Dimensional floor plan of existing space and dimensional floor plan of proposed space.

A Minor Site Plan Review is required for any change of use between 5,000 and 10,000 sq. ft. (cumulatively within a 3-year period)



Department of Permitting and Inspections

Fire Department requirements. NOT APPLICABLE

The following shall be submitted on a separate sheet:

- Name, address and phone number of applicant **and** the project architect.
- Proposed use of structure (NFPA and IBC classification)
- Square footage of proposed structure (total and per story)
- Existing and proposed fire protection of structure.
- Separate plans shall be submitted for
 - a) Suppression system
 - b) Detection System (separate permit is required)
- A separate Life Safety Plan must include:
 - a) Fire resistance ratings of all means of egress
 - b) Travel distance from most remote point to exit discharge
 - c) Location of any required fire extinguishers
 - d) Location of emergency lighting
 - e) Location of exit signs
 - f) NFPA 101 code summary
- Elevators shall be sized to fit an 80" x 24" stretcher.

For questions on Fire Department requirements call the Fire Prevention Officer at (207) 874-8405.

Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.

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, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

Permit Fee: \$25.00 for the first \$1000.00 construction cost, \$15.00 per additional \$1000.00 cost

This is not a Permit; you may not commence any work until the Permit is issued.

Permit fee waived - city project



Department of Permitting and Inspections

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.

- 1. Once the complete application package has been received by us, and entered into the system,
2. You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the process.
3. You then have the following four (4) payment options:

- NA - [] provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment
NA - [] call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone
NA - [] hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall,
NA [] deliver a payment method through the U.S. Postal Service, at the following address:

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

PORTLAND PUBLIC
WORKS SEWER
SEPARATION PROJECT

By Signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via e-mail. No work shall be started until I have received my permit.

Applicant Signature: [Handwritten Signature] Date: 2017-2-22

I have provided digital copies and sent them on: Date: 2017-2-22

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



General Building 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.

Address/Location of Construction: BACK COVE PARK-Near Soccer Field - 2414 Peck Street		
Total Square Footage of Proposed Structure:		SITE WORK ONLY
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 200-5002 <i>not assigned</i> 442-3001 <i>GIS - open space</i>	Applicant Name: Portland Public Works Address: 55 Portland Street City, State & Zip: Portland, ME 04101	Telephone: 207-874-8828 Email: Jrp@portlandmaine.gov
Lessee/Owner Name: (if different than applicant) Address: City, State & Zip: Telephone: E-mail:	Contractor Name: (if different from Applicant) Address: City, State & Zip: Telephone: E-mail:	Cost of Work: \$ <u>6,600,000</u> C of O Fee: \$ _____ Historic Rev \$ _____ Total Fees: \$ _____
Current Use (i.e. single family) <u>Back Cove Trail/Park</u> If vacant, what was the previous use? _____ Proposed Specific use: <u>Site Work Only</u> Is property part of a subdivision? If yes, please Name _____ Project description: <u>Site work only-installation of 84" storm drain outfall into Back Cove.</u>		
Who should we contact when the permit is ready: Justin Pellerin, Public Works		
Address: 55 Portland Street		
City, State & Zip: Portland, ME 04101		
E-mail Address: Jrp@portlandmaine.gov		
Telephone: 207-874-8828		

Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.

In order to be sure the City fully understands the full scope of the project, the 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 Department of Permitting and Inspections on-line at www.portlandmaine.gov, or stop by the 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: <i>Justin Pellerin</i>	Date: <i>2017-02-22</i>
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This is not a permit; you may not commence ANY work until the permit is issued.

FLOOD HAZARD DEVELOPMENT PERMIT

For Minor Development

PORTLAND, ME, Maine
(For Development not considered a Substantial Improvement)

This Flood Hazard Development Permit allows minor development as provided in Article V.F.3. of the Floodplain Management Ordinance of PORTLAND, Maine, for development in a Special Flood Hazard Area as defined in said ordinance. Development authorized by this permit must be adequately anchored to prevent flotation, collapse, or lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy. be constructed with materials resistant to flood damage and be constructed by methods and practices that minimize flood damage. This permit is issued based on documentation that the information provided in the Flood Hazard Development Permit Application is in compliance with the Floodplain Management Ordinance.

Tax Map: 4412 B001 Lot #: _____

Project Description: The installation of a 84" storm drain outfall at back
care park,

The permittee understands and agrees that:

- The permit is issued on the representations made herein and on the application for permit;
- The permit may be revoked because of any breach of representation;
- Once a permit is revoked all work shall cease until the permit is reissued or a new permit is issued;
- The permit will not grant any right or privilege to erect any structure or use any premises described for any purposes or in any manner prohibited by the ordinances, codes, or regulations of the municipality;
- The permittee hereby gives consent to the Code Enforcement Officer to enter and inspect activity covered under the provisions of the Floodplain Management Ordinance;
- The permit form will be posted in a conspicuous place on the premises in plain view; and,
- The permit will expire if no work is commenced within 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to this permit are a true description of the existing property and the proposed development project.

Owner: _____ Date: _____
Signature

or
Authorized Agent: [Signature] Date: 2017-2-22
Signature

Issued by: _____ Date: _____

Permit #: _____

FLOOD HAZARD DEVELOPMENT APPLICATION

PORTLAND, Maine

(All applicants must complete entire application)
[60.3(e)]

Application is hereby made for a Flood Hazard Development Permit as required under Article II of the Floodplain Management Ordinance of PORTLAND, Maine, for development as defined in said ordinance. This permit application does not preclude the need for other municipal permit applications.

Owner: CITY OF PORTLAND, MAINE Address: 389 CONGRESS STREET

Phone No.: 207-874-8828

Applicant: JUSTIN PELLERIN - PUBLIC WORKS Address: 55 PORTLAND ST., PORTLAND, ME 04101

Phone No.: 207-874-8828

Contractor: _____ Address: _____

Phone No.: _____

LEGAL DESCRIPTION

Is this part of a subdivision? Yes No If yes, give the name of the subdivision and lot number:

Subdivision: _____ Lot #: _____

Tax Map: 4412 B001 Lot #: _____

Address: 244 PREBLE STREET
Street/Road Name

Zip Code: 04101
Town/Zip Code

General explanation of proposed development: THE INSTALLATION OF A 84" STORM DRAIN
OUTFALL AT BACK COVE PARK FOR DISCHARGE INTO BACK COVE.

Estimated Value of Proposed Development: \$ 6,600,000
Project

Proposed Lowest Floor elevation [for new or substantially improved structure]: NA

OTHER PERMITS

Are other permits required from State or Federal jurisdictions? Yes No
If yes, are these other permits attached? Yes No Not Applicable

Federal and State Permits may include but are not limited to: ME/DEP/Natural Resource Protection Act, Site Location of Development Act, Metallic Mineral Exploration, Advanced Exploration and Mining; USACE/Section 9 & 10 of the Rivers and Harbors Act/ Section 404 of the Clean Water Act; Federal Energy Regulation Commission.

SEWER AND WATER

Sewage Disposal: Public Private Existing Proposed Not Applicable Type SEWER SEPARATION
Water Supply: Public Private B-9 PROJECT

(This section to be completed by Municipal Official)

LOCATION

Flooding Source (name of river, pond, ocean, etc.): _____

- V1-30 Zone VE Zone AE Zone A1-30 Zone A Zone AO Zone AH Zone
- FRINGE FLOODWAY (1/2 width of floodplain in A Zone)

Base Flood Elevation (bfe) at the site _____ NGVD [Required for New Construction or Substantial Improvement]

Lowest floor elevation of proposed or existing structure _____ NGVD [Required for New Construction or Substantial Improvement]

If proposed development is in an AE or A1-30 Zone and cross section data is available in the Flood Insurance Study, please note the nearest cross section reference letter and elevation of base flood at nearest cross section above and below the site.

Cross Section Letter	Base Flood Elevation
Above Site <u>AE</u>	Above Site <u>10</u>
Below Site <u>AE</u>	Below Site <u>10</u>

Basis of unnumbered A Zone bfe determination:

- From a Federal Agency: USGS USDA/NRCS USACE Other _____
- From a State Agency: MDOT Other _____
- Established by Professional Land Surveyor _____
- Established by Professional Engineer HEC/RAS HEC II HY 7 TR20 TR55 Quick-2
- Other _____
- Highest Known Water Level _____
- Other (Explain) _____

VALUE

If the development involves work on an existing structure, enter the Market Value of existing structure before improvements:

\$ _____

- New Construction or Substantial Improvement Minor improvement or minor addition to existing development

TYPE OF DEVELOPMENT

Check the appropriate box to the left of the type(s) of development requested and complete information for each applicable line:

- | | Dimensions | |
|--|-------------------------------|------------------------|
| <input type="checkbox"/> 1. Residential Structure | | Cubic Yards |
| <input type="checkbox"/> 1a. New Structure _____ | | |
| <input type="checkbox"/> 1b. Add to Structure _____ | | |
| <input type="checkbox"/> 1c. Renovations/repairs/maintenance _____ | | |
| <input type="checkbox"/> 2. Non-Residential Structure | | |
| <input type="checkbox"/> 2a. New Structure _____ | | |
| <input type="checkbox"/> 2b. Add to Structure _____ | | |
| <input type="checkbox"/> 2c. Renovations/repairs/maintenance _____ | | |
| <input type="checkbox"/> 2d. Floodproofing _____ | | |
| <input type="checkbox"/> 3. Accessory Structure _____ | | |
| <input type="checkbox"/> 4. Functionally Dependent Use: | | |
| <input type="checkbox"/> 4a. Dock _____ | | |
| <input type="checkbox"/> 4b. Pier _____ | | |
| <input type="checkbox"/> 4c. Boat Ramp _____ | | |
| <input type="checkbox"/> 4d. Other _____ | | |
| <input type="checkbox"/> 5. Paving _____ | | |
| <input type="checkbox"/> 6. Conditional Use (Lobster/Fish Shed seaward of mean high tide) | | |
| <input type="checkbox"/> 7. Filling ³ _____ | | |
| <input type="checkbox"/> 8. Dredging _____ | | |
| <input type="checkbox"/> 9. Excavation _____ | | |
| <input type="checkbox"/> 10. Levee _____ | | |
| <input type="checkbox"/> 11. Drilling _____ | | |
| <input type="checkbox"/> 12. Mining _____ | | Number of Acres |
| <input type="checkbox"/> 13. Dam: Water surface to be created _____ | | |
| <input type="checkbox"/> 14. Water Course Alteration _____ | | |
| Note: Detailed description must be attached with copies of all applicable notifications, state and federal permits. | | |
| <input type="checkbox"/> 15. Storage of equipment or materials _____ | | |
| <input type="checkbox"/> 16. Sewage Disposal System _____ | | |
| <input type="checkbox"/> 17. Water Supply System _____ | | |
| <input checked="" type="checkbox"/> 18. Other: Explain _____ | | |
| | <u>outfall into back cove</u> | <u>new storm DRAIN</u> |

Note: Conditional Use requires add'l. information due to specific standards, public hearing, and Planning Board review.

¹ Certain prohibitions apply in Velocity Zone

Attach a Site Plan – Drawn to scale with north arrow.

- Show property boundaries, floodway, and floodplain lines.
- Show dimensions of the lot.
- Show dimensions and location of existing and/or proposed development on the site.
- Show areas to be cut and filled.

Attach Statement – describing in detail how each applicable development standard in Article VI will be met.

For New Construction or Substantial Improvement also show:

- Existing and proposed grade elevations adjacent to the walls of the structure done by a Professional land Surveyor, Architect, or Engineer.
- Location and elevation of temporary elevation reference marks on the site.

Special Note:

Substantial Improvement is defined as any reconstruction, rehabilitation, addition or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. Please refer to the floodplain management ordinance, Article XIV, for more complete definitions of New Construction and Substantial Improvement.

Structures in Velocity Zones are not permitted on fill or excavations. Structures must be built on open foundation systems, i.e., columns, piles, posts. Certification of structural design, specifications, plans and construction methods completed by a Professional Engineer or Architect shall accompany the application as required in Article VII.3. of the floodplain management ordinance.

The applicant understands and agrees that:

- The permit applied for, if granted, is issued on the representations made herein;
- Any permit issued may be revoked because of any breach of representation;
- Once a permit is revoked all work shall cease until the permit is reissued or a new permit is issued;
- Any permit issued on this application will not grant any right or privilege to erect any structure or sue any premises described for any purposes or in any manner prohibited by the ordinances, codes, or regulations of the municipality;
- The applicant hereby gives consent to the Code Enforcement Officer to enter and inspect activity covered under the provisions of the Floodplain management Ordinance;
- If issued, the permit form will be posted in a conspicuous place on the premises in plain view; and,
- If issued, the permit will expire if no work is commenced within 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to this application are a true description of the existing property and the proposed development project.

Owner: _____ Date: _____

Signature

or

Authorized Agent: _____ Date: 2017-2-22

Signature

(This section to be completed by Municipal Official)

Date: Submitted _____; Fee Paid _____; Reviewed by CEO _____; Reviewed by Planning Board _____

Permit # _____ Issued by _____ Date _____