

Department of Permitting and Inspections Residential Additions/Alterations 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.

The Maine Home Construction Contracts Act requires that any home construction or repair work for more than \$3000. in materials or labor must be based on a written contract unless the parties agree to exempt themselves. A sample contract is available on the City's website at www.portlandmaine.gov, in the Inspection Office, Room 315 of Portland City Hall or call (207)874-8703 to have one mailed to you.

	Cross sections w/framing details
V	Floor plans and elevations existing & proposed
	Detail removal of all partitions & any new structural beams
	Detail any new walls or permanent partitions
	Stair details including dimensions of: rise/run, head room, guards/handrails, baluster spacing
	Window and door schedules
	Foundation plans w/required drainage and damp proofing (if applicable)
	Detail egress requirements and fire separation/sound transmission ratings (if applicable)
	Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IEEC 2009
	Deck construction including: pier layout, framing, fastenings, guards, stair dimensions
	Electronic files in pdf format are also required
	Proof of ownership is required if it is inconsistent with the assessor's records
there a	Proof of ownership is required if it is inconsistent with the assessor's records e permits are required for internal & external plumbing, HVAC, and electrical installations. are any additions to the footprint or volume of the structure, any new or rebuilt structures or, y detached structures a plot plan is required. A plot must include:
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there a	e permits are required for internal & external plumbing, HVAC, and electrical installations. are any additions to the footprint or volume of the structure, any new or rebuilt structures or, y detached structures a plot plan is required. A plot must include: The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines. Structures include decks, porches; bow windows, cantilever sections and roof overhangs, sheds, pools, garages and any other accessory structures must be shown with

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, visit us on-line at www.portlandmaine.gov, stop by the Permitting and Inspections 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.



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 that 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 selections 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

pr	oplication and corresponding paperwork have been entered occess. Out then have the following four (4) payment options:	i, ready for payment, to begin the
	provide an on-line electronic check or credit/debit card (Express, Discover, VISA, and MasterCard) payment	we accept American
✓	call the Inspections Office at (207) 874-8703 and spearepresentative to provide a credit/debit card payment over	
	hand-deliver a payment method to the Inspections Office, Hall	Room 315, Portland City
	deliver a payment method through the U.S. Postal Service	, at the following address:
	City of Portland Department of Permitting and Inspectio 389 Congress Street, Room 315 Portland, Maine 04101	ns
all ap	gning below, I understand the review process starts only one oprovals have been met and completed, I will then be issued <i>No work shall be started until I have received my permit.</i>	
Appli	cant Signature: Luke B. Lockwood	Date: 9-15-2016
I have	e provided digital copies and sent them on:	Date:
NOTI buildi	E: All electronic paperwork must be delivered to nginspections@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: 269 Commercial St. #2D							
Total Square Footage of Proposed Structure: 967							
Tax Assessor's Chart, Chart# Block#	Block & Lot Lot#	Address		Luke Lockwood Eider Investments 258 Black Point Rd. Scarborough, Me 04074	Telephone:	207 883-0157 lockwoodlb@ eiderinc.com	
Lessee/Owner Name (if different than applicant) Address: City, State & Zip:	Virgil H. & Jean S. Cumming PO Box 162 Georgetown, ME 04548	Contracto (if different from Address: City, State	m Appl	icant)	Cost of Wor \$ \$78,500 C of O Fee:	k: \$	
Telephone E-mail:	207 371-2891 vcumming24@aol.com	Telephone E-mail:	1			ev \$: \$	
Current Use (i.e. single family) single family condo							
If vacant, what was the previous use? Proposed Specific use: single family Is property part of a subdivision? If yes, please Name Project description: remodel kitchen, entry hall and bath.							
Who should we contact when the permit is ready: Applicant							
Address:							
City, State & Zip: E-mail Address:							
Telephone:							

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.

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Signature:	Lughell.	-	c	Date: 9118116	
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