



## 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 application and corresponding paperwork have been entered, ready for payment, to begin the process.
3. You then have the following four (4) payment options:

- provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment
- 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
- 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**

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: \_\_\_\_\_

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.



**CITY OF PORTLAND**

**Application for Legalization of Nonconforming Dwelling Units**  
Section 14-391 – In effect March 24, 2004

Location/Address of Legalization: 154 York St. Portland Me. 04101	
Tax Assessor's Chart/Block/Lot: 043 / C00 / 4001	
Owner Name: K+L Properties	Cost of Work: \$ NA
Address (if different than above):	
4 Sea Star Lane	Fee: \$
Cape Eliz. Me. 04107	(\$300 per legalized unit & \$75 per C of O)
Telephone: 207-831-1121	
E-Mail: Liz.Monaghan@bangor.com	Total DUE:
Requested # of Units to be legalized: 2	Total bldg. units: 4
Current # of Legal D.U.: Per City 2	
→ Attach evidence that each requested unit to be legalized existed as of 04/01/95.	
LIST evidence that you are submitting: Code officer discovered through permits / City History / Tax Records	
→ Attach evidence that the current owner/applicant neither constructed NOR established the non-conforming dwelling units to be legalized. Code officer discovered it was listed as	
LIST evidence that you are submitting: 4 unit in 1987	
I hereby certify that I am the Owner of Record of the above 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: <u>[Signature]</u>	Date: <u>8/17/16</u>
This is NOT a permit; you may NOT commence ANY work until the permit is issued.	