Inspections Division

Date: 02/05/14

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.

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

NOTE: This is an amendment to an already-permitted project, Some of these drawings are covered by drawings previously submitted for this project.

- [x] Cross sections w/framing details
- [x] Floor plans and elevations existing & proposed
- [x] Detail removal of all partitions & any new structural beams
- [x] Detail any new walls or permanent partitions
- [x] Stair details including dimensions of: rise/run, head room, guards/handrails, baluster spacing
- [x] Window and door schedules
- [ ] Foundation plans w/required drainage and damp proofing (if applicable) NA
- [ ] Detail egress requirements and fire separation/sound transmission ratings (if applicable) NA
- [x] Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IEEC 2009 - partially applicable
- [x] Deck construction including: pier layout, framing, fastenings, guards, stair dimensions
- [x] Electronic files in pdf format are also required
- [ ] Proof of ownership is required if it is inconsistent with the assessors records Deed included, but is consistent w/ Assessor

Also included: Curb Cut Approval documentation
Survey (Drawing A-0)

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

If there are any additions to the footprint or volume of the structure, any new or rebuilt structures or, accessory 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 dimensions if not to scale. NA
- [x] Location and dimensions of parking areas and driveways
- [ ] A change of use may require a site plan exemption application to be filed. NA

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 Building Inspections office, room 315 City Hall or call 874-8703.

Permit Fee: $30.00 for the first $1000.00 construction cost, $10.00 per additional $1000.00 cost

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

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PORTLAND MAINE

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Jeff Levine, AICP, Director
Director of Planning and Urban Development

Tammy Munson
Director, Inspections Division

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.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are ***paid in full*** to the Inspections Office, City of Portland Maine by method noted below:

☐ Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.

☑ Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.

☐ I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature: Tom Landry Date: ~~10/25/13~~ 02/02/14

I have provided digital copies and sent them on: Date: 02/02/14

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

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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: 227 York Street, Portland, Maine		
Total Square Footage of Proposed Structure: no change to existing (2892 SF including Basement)		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 044 E002 Book & Page: 28620/234	**Applicant Name:** A BETTER MAINE LLC Address PO Box 15414 City, State & Zip Portland, ME 04112	Telephone: 207-939-0185 Email: tomlandry@benchmarkmaine.com
Lessee/Owner Name : (if different than applicant) Address: City, State & Zip: Telephone & E-mail:	**Contractor Name:** Cornerstone Building & Restoration (if different from Applicant) Address: 44 Coyle St. City, State & Zip: Portland, ME 04101 Telephone & E-mail 207-775-9085 tomlandry@benchmarkmaine.com	Cost Of Work: $ NA (project already permitted & this app. C of O Fee: $ is for reduced scope of work Historic Rev $_____ **Total Fees** : $ ~~30.00 for~~ re-review

Current use (i.e. single family) Single family
If vacant, what was the previous use? briefly vacant, now under construction (already permitted)
Proposed Specific use: Single family
Is property part of a subdivision? No If yes, please name _____
Project description: Minor renovation of existing building, already permitted. This application is for a reduced scope: new long dormer no longer to be added (existing bulding envelope is completely unchanged). Relocation of interior partitions and new stair throughout.

Who should we contact when the permit is ready:	Tom Landry
Address:	PO Box 15414
City, State & Zip:	Portland, ME 04112
E-mail Address:	tomlandry@benchmarkmaine.com
Telephone:	207-939-0185

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 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.

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: Tom Landry **Date:** 02/02/14

This is not a permit; you may not commence ANY work until the permit is issued.