



Jeff Levine, AICP, Director  
Planning & Urban Development Department

Tammy Munson, Director  
Inspections Division

## 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](http://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:

- |                                     |     |  |
|-------------------------------------|-----|--|
| <input type="checkbox"/>            | N/A | Cross sections w/framing details   |
| <input checked="" type="checkbox"/> | X   | Floor plans and elevations existing & proposed   |
| <input type="checkbox"/>            | N/A | Detail removal of all partitions & any new structural beams                                    |
| <input type="checkbox"/>            | N/A | Detail any new walls or permanent partitions   |
| <input type="checkbox"/>            | N/A | Stair details including dimensions of: rise/run, head room, guards/handrails, baluster spacing |
| <input type="checkbox"/>            | N/A | Window and door schedules  |
| <input type="checkbox"/>            | N/A | Foundation plans w/required drainage and damp proofing (if applicable)                         |
| <input type="checkbox"/>            | N/A | Detail egress requirements and fire separation/sound transmission ratings (if applicable)      |
| <input type="checkbox"/>            | N/A | Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IECC 2009      |
| <input type="checkbox"/>            | N/A | Deck construction including: pier layout, framing, fastenings, guards, stair dimensions        |
| <input checked="" type="checkbox"/> | X   | Electronic files in pdf format are also required   |
| <input checked="" type="checkbox"/> | X   | Proof of ownership is required if it is inconsistent with the assessors records                |

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.
- Location and dimensions of parking areas and driveways
- A change of use may require a site plan exemption application to be filed.

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](http://www.portlandmaine.gov), stop by the Building Inspections office, room 315 City Hall or call 874-8703.

Permit Fee: \$25.00 for the first \$1000.00 construction cost, \$11.00 per additional \$1000.00 cost  
This is not a Permit; you may not commence any work until the Permit is issued.