



PORTLAND MAINE

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Director of Planning and Urban Development

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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:

Date:

I have provided digital copies and sent them on:

Date:

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

Room 315 - 389 Congress Street- Portland, Maine 04101 (207) 874-8703 - Fax: 874-8716 - TTY: 874-8936



Fire Alarm Permit

If you or the property owner owes real estate or property taxes or user charges on any property within the city, payment arrangements must be made before permits of any kind are accepted.

Installation address: _____ CBL: _____

Exact location: (within structure) _____

Type of occupancy(s) (NFPA & ICC): _____

Building owner: _____

Must be

System Designer (point of contact): _____

Designer phone: _____ E-mail: _____

Installing contractor: _____ Certificate of Fitness No: _____

Contractor phone: _____ E-mail: _____

This is a new application: YES NO New AES Master Box: YES NO
(Include Master Box approval form)

Amendment to an existing permit: YES NO Permit no: _____

The following documents shall be provided with this application:

- Floor plans
- Wiring diagram
- Annunciator details
- Input/ Output Matrix
- Equipment data sheets
- Electrical Permit Pulled (check alarm/com)
- Scope of Work
- 11 ½ x 17s
- pdf copy (may be e-mailed)
- Designer qualifications
- Battery/ voltage drop calcs

COST OF WORK: _____

PERMIT FEE: _____
(\$10 PER \$1,000 + \$30 FOR THE FIRST \$1,000)

Master box approval only: YES NO
(If yes check *New AES Master Box* above)

The designer shall be the responsible party for this application. Download a new copy of this application at www.portlandmaine.gov/fire for every submittal. **Submit all plans in electronic PDF in addition to readable 11 ½ x 17s to the Building Inspections Department, 389 Congress Street, Room 315, Portland, Maine 04101.**

Prior to acceptance of any fire alarm system, a complete commissioning and acceptance test must be coordinated with all fire system contractors and the Fire Department, and proper documentation of such test(s) provided.

All installation(s) must comply with the *City of Portland Technical Standard for Signaling Systems for the Protection of Life and Property*, available at www.portlandmaine.gov/fire .

Applicant signature: _____ Date: _____