



New Commercial 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.

Please note this application is for foundations and foundation related sitework only. The full building permit application will be submitted separately within the coming months.

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

Note: Construction documents for costs in excess of \$50,000.00 must be prepared by a Design Professional and bear their seal.

** To be submitted with full building permit application.

- Cross sections w/framing details
- Floor plans and elevations **See above
- Window and door schedules **See above
- Foundation plans with rebar specifications and required drainage and damp proofing (if applicable)
- Detail egress requirements and fire separations **See above
- Insulation R-factors of walls, ceilings, floors and U-factors of windows as per the IECC 2009 **See above
- Complete the Accessibility Certificate and The Certificate of Design
- A statement of special inspections as required per the IBC 2009
- Complete electrical and plumbing layout. **See above
- Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, **See above
- Electronic files in PDF format are required.
- State Fire Marshall Permit may be required. **See above
- Per State Fire Marshall, all new bathrooms must be ADA compliant. **See above

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

1 copy of the minor (< 10,000 sf) or major (> 10,000 sf) site plan application is required that includes:

- A stamped boundary survey to scale showing north arrow, zoning district and setbacks to a scale of $\geq 1'' = 20'$ on paper $\geq 11'' \times 17''$
- The shape and dimension of the lot, footprint of the proposed structure and the distance from the actual property lines. Photocopies of the plat or hand draw footprints not to scale will not be accepted.
- Location and dimensions of parking areas and driveways, street spaces and building frontage
- Finish floor or sill elevation (based on mean sea level datum)
- Location and size of both existing utilities in the street and the proposed utilities serving the building
- Existing and proposed grade contours
- Silt fence (erosion control) locations

Fire Department requirements.

The following shall be submitted on a separate sheet:

**** To be submitted with full building permit application.**

- Name, address, e-mail and phone number of applicant **and** the project architect. ****See above**
- Proposed use of structure (NFPA and IBC classification) ****See above**
- Square footage of proposed structure (total and per story) ****See above**
- Existing and proposed fire protection of structure. ****See above**
- Separate plans shall be submitted for ****See above**
 - a) Suppression system ****See above**
 - b) Detection System (separate permit is required) ****See above**
- A separate Life Safety Plan must include: ****See above**
 - a) Fire resistance ratings of all means of egress
 - b) Travel distance from most remote point to exit discharge
 - c) Location of any required fire extinguishers
 - d) Location of emergency lighting
 - e) Location of exit signs
 - f) NFPA 101 code summary
- Elevators shall be sized to fit an 80" x 24" stretcher. ****See above**

For questions on Fire Department requirements call the Fire Prevention Officer at (207) 874-8405.

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 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.

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.