



# 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, upon receipt of an e-mailed invoice from Building Inspections, which signifies that my electronic permit application and corresponding paperwork have been received, determined complete, entered by an administrative representative, and assigned a permit number, I then have the following four (4) payment options:

- to provide an on-line electronic check or credit/debit card (we now accept American Express, Discover, VISA, and MasterCard) payment (along with applicable fees beginning July 1, 2014),
- 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,
- or deliver a payment method through the U.S. Postal Service, at the following address:

City of Portland  
Inspections Division  
389 Congress Street, Room 315  
Portland, Maine 04101

Once my payment has been received, this then starts the review process of my permit. **After all approvals have been met and completed, I will then be issued my permit via e-mail.** No work shall be started until I have received my permit.

Applicant Signature: Jennifer Engle Date: 11/10/14

I have provided digital copies and sent them on: email Date: 11/10/14

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.

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



**Administrative Authorization Application**  
 Portland, Maine  
 Planning and Urban Development Department, Planning Division

**PROJECT NAME:** 68 Deering St  
**PROJECT ADDRESS:** 68 Deering St **CHART/BLOCK/LOT:** 047/c/004  
**APPLICATION FEE:** \_\_\_\_\_ (\$50.00)

**PROJECT DESCRIPTION: (Please Attach Sketch/Plan of the Proposal/Development)**

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**CONTACT INFORMATION:**

**OWNER/APPLICANT**  
**Name:** Jennifer Engel  
**Address:** 191 Clark St  
Portland, ME  
**Work #:** (410) 202-0920  
**Cell #:** 617 834-5698  
**Fax #:** \_\_\_\_\_  
**Home #:** \_\_\_\_\_  
**E-mail:** jennengel@gmail.com

**CONSULTANT/AGENT**  
**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Work #:** \_\_\_\_\_  
**Cell #:** \_\_\_\_\_  
**Fax #:** \_\_\_\_\_  
**Home #:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**Criteria for an Administrative Authorization:**  
 (see section 14-523(4) on pg .2 of this appl.)

**Applicant's Assessment**  
 Y(yes), N(no), N/A

- |   |            |
|---|------------|
| a) Is the proposal within existing structures?                    | <u>Yes</u> |
| b) Are there any new buildings, additions, or demolitions?        | <u>Yes</u> |
| c) Is the footprint increase less than 500 sq. ft.?               | <u>Yes</u> |
| d) Are there any new curb cuts, driveways or parking areas?       | <u>NO</u>  |
| e) Are the curbs and sidewalks in sound condition?                | <u>Yes</u> |
| f) Do the curbs and sidewalks comply with ADA?                    | <u>Yes</u> |
| g) Is there any additional parking?                               | <u>no</u>  |
| h) Is there an increase in traffic?                               | <u>no</u>  |
| i) Are there any known stormwater problems?                       | <u>no</u>  |
| j) Does sufficient property screening exist?                      | <u>Yes</u> |
| k) Are there adequate utilities?                                  | <u>Yes</u> |
| l) Are there any zoning violations?                               | <u>no</u>  |
| m) Is an emergency generator located to minimize noise?           | <u>no</u>  |
| n) Are there any noise, vibration, glare, fumes or other impacts? | <u>no</u>  |

<b>Signature of Applicant:</b> <u>Jennifer Engel</u>	<b>Date:</b> <u>11/10/14</u>
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**IMPORTANT NOTICE TO APPLICANT:** The granting of an Administrative Authorization to exempt a development from site plan review does not exempt this proposal from other required approvals or permits, nor is it an authorization for construction. You should first check with the Building Inspections Office, Room 315, City Hall (207)874-8703, to determine what other City permits, such as a building permit, will be required.