General Building Permit Application

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

Reviewed for Code Compliance Inspections Division Approved with Conditions

Date: 05/09/16

Address/Location of Construction: 707 Congress Street Portland, ME 04102		
Total Square Footage of Proposed Structure: Roughly 750 SF		
Tax Assessor's Chart, Block & Lot Chart# 047 Block# CO Lot# 29001	**Applicant Name:** Port Property Mgt. Address 104 Grant St. City, State & Zip Portland, ME 04101	Telephone: 207-210-6849 Email: bianca@portpropmgt.com
Lessee/Owner Name: (if different than applicant) Address: Longfellow Apartments, LLC 104 Grant St. City, State & Zip: Portland, ME 04101 Telephone 207-210-6849 E-mail: bianca@portpropmgt.com	**Contractor Name:** (if different from Applicant) Address: City, State & Zip: Telephone E-mail:	Cost of Work: $ 45,450 C of O Fee: $ Historic Rev $ Total **Fees:** $

Current Use (i.e. single family) office space

If vacant, what was the previous use? "

Proposed Specific use: residential dwelling unit

Is property part of a subdivision? If yes, please Name

Project description: Turn existing, vacant office space into one 1BR/1BA dwelling unit.

Who should we contact when the permit is ready:	Bianca Garber
Address:	104 Grant Street
City, State & Zip:	Portland, ME 04101
E-mail Address:	bianca@portpropmgt.com
Telephone:	207-210-6849 or cell 207-699-8069

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 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 Department of Permitting and Inspections on-line at www.portlandmaine.gov, or stop by the 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: **Date:** 3/15/16

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

Portland, Maine | Yes. Life's good here.

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Department of Permitting and Inspections

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.

1. Once the complete application package has been received by us, and entered into the system,
2. You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the process.
3. You then have the following four (4) payment options:

☐ provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment

☐ 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, will deliver payment when invoice is recieved

☐ deliver a payment method through the U.S. Postal Service, at the following address:

City of Portland
Department of Permitting and Inspections
389 Congress Street, Room 315
Portland, Maine 04101

By Signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via e-mail. ***No work shall be started until I have received my permit.***

Applicant Signature: _____ Date: 3/15/16

I have provided digital copies and sent them on: Date: 3/15/16

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