



Permitting and Inspections Department
Michael A. Russell, MS, Director

New Commercial Structure and Addition Checklist

(Including accessory structure, ramp, stair)

All applications shall include the following:

New Commercial Structures and Additions Checklist (this form)

General Building Permit Application

Plot plan/site plan showing lot lines, shape and location of existing and proposed structures

Stamped boundary survey and copy of final approved site plan (for new commercial structures that were subject to Site Plan approval only)

Proof of Ownership (e.g. deed, purchase and sale agreement) if purchased within the last six months

Administrative Authorization Application from the Planning Department (required for new structures 500 square feet or less): <http://me-portland.civicplus.com/DocumentCenter/View/2809>

Please note: All plans shall be drawn to a measurable scale (e.g., 1/4 inch = 1 foot) and include dimensions. Construction documents prepared and stamped by a licensed architect or engineer shall be required for certain projects in accordance with the stated [Policy on Requirements for Stamped or Sealed Drawings](#).

Applications for detached accessory structures 120 square feet or less (for storage only) shall also include: One of the following which includes the length, width and height of the structure:

A copy of the brochure from the manufacturer; or

A picture or sketch/plan of the proposed shed/structure

Applications for new structures and additions shall also include the following (As each project has varying degrees of complexity and scope of work, some information may not be applicable. Please check and submit only those items that are applicable to the proposed project.)

Complete Code Reviews per 2009 IBC and 2009 NFPA 101 with project applicable details

Geotechnical report

Structural load design criteria per 2009 IBC

Statement of Special Inspections

Certificate of Accessible Building Compliance

ComCheck <https://www.energycodes.gov/comcheck/> or **ResCheck** <https://www.energycodes.gov/rescheck/>

with certificates of compliance for thermal envelope and MEP systems

One complete set of construction drawings with the following:

Life safety plan showing egress capacity, any egress windows, occupancy load, travel distances, common path distance, dead end corridor length, separation of exits, illumination and marking of exits, portables fire extinguishers, fire separations and any fire alarm or fire sprinklers systems.

Foundation, floor and wall structural framing plans for each story and roof

Stair details with dimensions, direction of travel, handrails and guardrails

Wall/floor/ceiling partition types including listed fire rated assemblies and continuity

Sections and details showing all construction materials, floor to ceiling heights and stair headroom

Building Elevations, existing and proposed for each side of the building

Door and window schedules

Insulation R-factors of foundation/slab, walls, ceilings, floors, roof and window U-factors

Accessibility features and design details

Complete electrical, plumbing and mechanical plans

Project specifications manual

A copy of the State Fire Marshal construction and barrier free permits. For these requirements visit:

http://www.maine.gov/dps/fmo/plans/about_permits.html

Separate permits are required for internal and external plumbing, electrical installations, heating, ventilating and air conditioning (HVAC) systems, appliances and commercial kitchen hoods.



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Certificate of Accessible Building Compliance

All facilities for the use of a public entity shall be readily accessible by individuals with disabilities.

Project Name: _____ Project Address: _____

Classification: Title II (State/Local Government) Title III (Public Accommodation/Commercial Facility)

New Building

- Americans with Disabilities Act (ADA)
- Maine Human Rights Act (MHRA)
 - Barrier Free Certification (\$75,000+ scope of work)
 - State Fire Marshal Plan Review Approval

Alteration/Addition

- Existing Building Completion date:
 - Original Building: _____
 - Addition(s)/Alteration(s): _____
- Americans with Disabilities Act (ADA)
 - Path of Travel Yes No
- Maine Human Rights Act (MHRA)
 - Exceeds 75% of existing building replacement cost
 - Barrier Free Certification (\$75,000+ scope of work)
 - State Fire Marshal Plan Review Approval

Occupancy Change/Existing Facility

New Ownership – Readily Achievable Barrier Removal: _____

Residential

- Americans with Disabilities Act (ADA)
- Fair Housing Act (4+ units, first occupancy)
- Maine Human Rights Act (MHRA)
 - Covered Multifamily Dwelling (4+ units)
 - Public Housing (20+ units)
- Uniform Federal Accessibility Standards (UFAS)
- None, explain: _____

Contact Information:

Design Professional:

Owner:

Signature
(This is a legal document and your electronic signature is considered a legal signature per Maine state law.)

Signature
(This is a legal document and your electronic signature is considered a legal signature per Maine state law.)

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Maine Registration #: _____



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Requirements for Electronic Submissions

In order to ensure the most expedient review of your application, please meet the requirements below for all submissions:

- **All applications must be submitted electronically via e-mail to permitting@portlandmaine.gov.** Paper applications will not be accepted.
- **Drawings sheets shall be submitted individually-- each PDF file shall contain no more than one drawing sheet.** Only PDF files are acceptable for plan review, and each file shall not exceed 5MB in size.*
- **Drawing files shall be named based on the drawing sheet number and name.** It is recommended to include a Category/Discipline letter (such as A for Architectural), a sheet number and a descriptive title (e.g., A1 Existing Exterior Elevation).
- **Revised file submissions must use the exact same file name as originally submitted.** The Electronic Plan Review software will recognize this submission as Version 2.
- **Supporting documents shall be submitted as an individual PDF file for each document (these documents may be multi-page PDF files) and named based on the document type** (e.g., "Deed", "Stormwater Report", "Permit Application", etc.). Searchable PDF files are requested for calculations, reports and other supporting documents.
- **A graphic scale or a scale to reference shall be included on each drawing sheet.**
- **Plans prepared by a design professional shall include a Code Analysis sheet,** referencing the Maine Uniform Building and Energy Code and Portland City Code, Chapter 10 – Fire Prevention and Protection, which includes National Fire Protection Association (NFPA) 1, Fire Code and NFPA 101, Life Safety Code. Chapter 10 of the City Code can be viewed at: <http://www.portlandmaine.gov/citycode/chapter010.pdf>.
- **Files shall be submitted via email to permitting@portlandmaine.gov.** The email subject line shall include the project address and type of permit. Multiple emails may be sent for one project if the files exceed the maximum file size.
- **Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.**

For further information and to access PDF versions of this and other forms, visit the Permitting and Inspections Department online at <http://portlandmaine.gov/1728/Permitting-Inspections>.

*To download a free version of Adobe Acrobat Reader, please visit: <https://get.adobe.com/reader/>



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Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: portlandmaine.gov/payyourpermit
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

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

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature: _____ Date: _____

I have provided electronic copies and sent them on: _____ Date: _____

NOTE: All electronic paperwork must be delivered to permitting@portlandmaine.gov or with a thumb drive to the office.

If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.