

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

I have provided digital copies and sent them on:

Date: _____

Applicant Signature: _____

Date: _____

3/20/16

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.*

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

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

hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall,

call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone

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

3. You then have the following four (4) payment options:

1. Once the complete application package has been received by us, and entered into the system, 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.
2. You then have the following four (4) payment options:

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.

Notice: Your electronic signature is considered a legal signature per state law.

Electronic Signature and Fee Payment Confirmation

Department of Permitting and Inspections