



General Building Permit Application

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

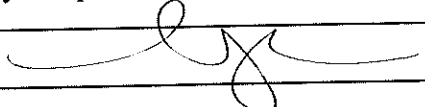
Alteration

Address/ Location of Construction: 19 Ellsworth Street, Front Apt (Unit 2)		
Total Square Footage of Proposed Structure: 3040 SF		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 53 H 4	Applicant Name: Sara Donnelly Address 19 Ellsworth St. Front Apt City, State & Zip Portland ME 04102	Telephone: 207-632-1042 Email: sara@saraannedonnelly.com
Lessee/ Owner Name : (if different than applicant) Address: City, State & Zip: Telephone E-mail:	Contractor Name: (if different from Applicant) Address: City, State & Zip: Telephone E-mail:	Cost Of Work: \$ N/A C of O Fee: \$ Historic Rev \$ Total Fees : \$
Current use (i.e. single family) One unit in 2-unit building - single family		
If vacant, what was the previous use?		
Proposed Specific use: rent 2 guest rooms for short-term stays (see Floor Plan)		
Is property part of a subdivision? NO If yes, please name		
Project description: Seeking permit to rent 2 guest rooms to short-term tenants. Applicant also lives in unit and will live in unit while guests are present.		
Who should we contact when the permit is ready: Sara Donnelly		
Address: 19 Ellsworth St Front Apt		
City, State & Zip: Portland ME 04102		
E-mail Address: sara@saraannedonnelly.com		
Telephone: 207-632-1042		

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 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 <http://www.portlandmaine.gov/754/Applications-Fees> or stop by the Inspections Division 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: 08-17-14
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This is not a permit; you may not commence ANY work until the permit is issued.