



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.

Location/Address of Construction:		
Total Square Footage of Proposed Structure/Area	4300	Square Footage of Lot
		4828
Tax Assessor's Chart, Block & Lot Chart# 55 Block# E Lot# 35	Applicant * must be owner, Lessee or Buyer * Name CHRIS ALLEN / ROBERT WALKER Address PO Box 5453 City, State & Zip PORTLAND, ME - 04101	Telephone: 207 772 8787
Lessee/DBA (If Applicable)	Owner (if different from Applicant) Name GEOFFREY RICE Address CONGRESS STREET City, State & Zip PORTLAND, ME.	Cost Of Work: \$ _____ C of O Fee: \$ _____ Total Fee: \$ _____
Current legal use (i.e. single family) <u>VACANT</u> If vacant, what was the previous use? <u>ADULT DAY CARE</u> Proposed Specific use: <u>ANTIQUES STORE</u> Is property part of a subdivision? <u>NO</u> If yes, please name _____ Project description: <u>CHANGE OF USE PERMIT FROM ADULT DAY CARE TO RETAIL SPACE</u> <u>NO CONSTRUCTION</u>		
Contractor's name: <u>NA</u>		
Address: _____		
City, State & Zip _____		Telephone: _____
Who should we contact when the permit is ready: <u>CHRIS ALLEN</u>		Telephone: _____
Mailing address: <u>PO Box 5453 PORTLAND, ME 04101</u>		<u>(207) 772-8787</u>

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

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 www.portlandmaine.gov, 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: Chris Allen Date: 7/12/2013

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



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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, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.
- I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature: 

Date: 7/12/2013

I have provided digital copies and sent them on:


Date: 7/12/2013

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