Portland, Maine Yes. Life's good here.

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 11/26/14

Jeff Levine, AICP, Director
Planning & Urban Development Department

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: [signature] Date: 10/14/2014

I have provided digital copies and sent them on: 10/14/14 Date: 10/14/14

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

General Building Permit Application

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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.

Address/Location of Construction: 272 Spring St, Portland		
Total Square Footage of Proposed Structure:		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Applicant Name: Alison Pray Address 272 Spring St City, State & Zip Portland, ME 102	Telephone: 207-332-1502 Email: apray@maine.rr.com
Lessee/Owner Name: (if different than applicant) Address: City, State & Zip: Telephone E-mail:	Contractor Name: Bill Winkel (if different from Applicant) Address: City, State & Zip: Telephone E-mail: Bil@winkel.com	Cost Of Work: $ 10,000. C of O Fee: $ 124. Historic Rev $ 50. Total Fees : $ 174.00

Current use (i.e. single family) single family
If vacant, what was the previous use? _____
Proposed Specific use: _____
Is property part of a subdivision? ____ If yes, please name _____
Project description:
Dormer extension

Who should we contact when the permit is ready:	Alison Pray
Address:	272 Spring St
City, State & Zip:	Portland, ME 04102
E-mail Address:	apray@maine.rr.com
Telephone:	207.799.2291 / 207-332-1502

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: APray Date: 10/14/14

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

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Activities Requiring Approval in Historic Districts

If your property is located within a historic district or is an individually designated historic structure, it is necessary to receive approval before proceeding with any exterior alteration, construction activity or site improvement that will be visible from a public way. Following is a list of activities requiring review. **Please check all those activities that apply to your proposed project.**

Alterations and Repair

- ☐ Window and door replacement, including storms/screens
- ☐ Removal and/or replacement of architectural detailing (for example porch spindles and columns, railings, window moldings, and cornices)
- ☐ Porch replacement or construction of new porches
- ☑ Installation or replacement of siding
- ☐ Masonry work, including repointing, sandblasting, chemical cleaning, painting where the masonry has never been painted, or conversely, removal of paint where the masonry historically has been painted
- ☑ Installation or replacement of either roofing or gutters when they are a significant and integral feature of the structure
- ☐ Alteration of accessory structures such as garages

Additions and New Construction

- ☑ New Construction
- ☑ Building additions, including rooftop additions, dormers or decks
- ☐ Construction of accessory structures
- ☐ Installation of exterior access stairs or fire escapes
- ☐ Installation of antennas and satellite receiving dishes
- ☐ Installation of solar collectors
- ☐ Rooftop mechanicals

Signage and Exterior Utilities

- ☐ Installation or alteration of any exterior sign, awning, or related lighting
- ☐ Exterior lighting where proposed in conjunction with commercial and institutional signage or awnings
- ☐ Exterior utilities, including mechanical, plumbing, and electrical, where placed on or near clearly visible facades

Site Alterations

- ☐ Installation or modification of site features other than vegetation, including fencing, retaining walls, driveways, paving, and re-grading

Moving and Demolition

- ☐ Moving of structures or objects on the same site or to another site
- ☐ Any demolition or relocation of a landmark contributing and/or contributing structure within a district

Note: Your project may also require a building permit. Please call Building Inspections (874-8703) to make this determination.

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APPLICATION FEES:
Check all reviews that apply. (Payment may be made by Cash or Check payable to the City of Portland.)

✓	Administrative Review (for minor or standard alterations)	$50.00
____	HP Board Review	$100.00
____	HP Board Review for major projects involving new construction or building addition exceeding 1000 sq. ft. or comprehensive rehabilitation/redesign of existing structures	$750.00
____	After-the-fact Review (for work commenced without advance approval)	$1000.00
____	Sign Review for signs in historic districts	$75.00

The City invoices separately for the following:

- Notices ($.75 each)
- Legal Ad (% of total Ad)

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Application Deadlines for Historic Preservation Board Review

The Historic Preservation Board meets on the first and third Wednesday of each month. (Only 1 meeting is held in the months of August and December.) Meetings generally begin at 5:00 and are held in Room 209 of City Hall.

In order for your proposal to be scheduled for a Historic Preservation Board meeting, a **complete** application must be received by the Planning Division **at least 2 weeks in advance of the desired meeting. The application fee is also due at that time.** Applications received after the deadline will be considered at a subsequent meeting.

Application Deadlines	2014 Meeting Dates
December 25	January 8
January 8	January 22
January 22	February 5
February 5	February 19
February 19	March 5
March 5	March 19
March 19	April 2
April 2	April 16
April 23	May 7
May 7	May 21
May 21	June 4
June 4	June 18
June 18	July 2
July 2	July 16
July 23	August 6
August 20	September 3
September 3	September 17
September 17	October 1
October 1	October 15
October 22	November 5
November 5	November 19
November 19	December 3

Note: *Submission of an application by the deadline does not guarantee that you will be on the next meeting agenda. If the Planning Office receives more applications than can be reasonably reviewed in one meeting, staff reserves the option of postponing some items to the following meeting.*

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ATTACHMENTS

To supplement your application, please submit the following items, *as applicable to your project.* Keep in mind that the information you provide the Historic Preservation Board and staff is the only description they will have of your project or design. Therefore, it should precisely illustrate the proposed alteration(s).

_____ Exterior photographs (required for all applications.) Include general streetscape view, view of entire building & close-ups of affected area. (Rob Weiner has)

_____ Sketches or elevation drawings at a minimum 1/4" scale. Please label relevant dimensions. All plans shall be submitted in 11" x 17" format except for major projects, where 22" x 34" plans are requested. Applicants for major projects should submit one (1) 11" x 17" copy for scanning purposes.

_____ Details or sections, where applicable.

✓ Floor plans, where applicable.

_____ Site plan showing relative location of adjoining structures.

_____ Catalog cuts or product information (e.g. proposed windows, doors, lighting fixtures)

_____ Materials - list all visible exterior materials. Samples are helpful.

_____ Other (explain)_____

_____

_____

If you have any questions or need assistance in completing this form, please contact Historic Preservation staff:

Deb Andrews (874-8726) or by e-mail at dga@portlandmaine.gov
Rob Wiener (756-8023) or by e-mail at rwiener@portlandmaine.gov

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CONTACT INFORMATION:

Applicant – must be owner, Lessee or Buyer	Applicant Contact Information
Name: Alison Pray	Work #
Business Name, if applicable:	Home# 207-799-2291
Address: 272 Spring St.	Cell # 207-332-1502 Fax#
City/State : Portland ME Zip Code: 04102	e-mail: apray@maine.rr.com
Owner – (if different from Applicant)	**Owner Contact Information**
Name:	Work #
Address:	Home#
City/State : Zip Code:	Cell # Fax#
	e-mail:
Billing Information	**Billing Contact Information**
Name: same	Work #
Address:	Cell # Fax#
City/State : Zip Code:	e-mail:
Architect	**Architect Contact information**
Name: Carol DeTine	Work # 318-0731
Address: 144 Vaughan St	Home#
City/State : Portland Zip Code: 04102	Cell # Fax#
	e-mail: carol@carriagehousestudio.com
Contractor	**Contractor Contact Information**
Name: Bill Winkel	Work #
Address:	Home#
City/State : Zip Code:	Cell # Fax#
	e-mail: Bill@winkel.com

APray
Applicant's Signature

Owner's Signature (if different)

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Date: 10/4/14

HISTORIC PRESERVATION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Pursuant to review under the City of Portland's Historic Preservation Ordinance (Chapter 14, Article IX of the Portland City Code), application is hereby made for a Certificate of Appropriateness for the following work on the specified historic property:

PROJECT ADDRESS:
272 Spring St, Portland, 04102

CHART/BLOCK/LOT: _____

PROJECT DESCRIPTION: Describe below each major component of your project. Describe how the proposed work will impact existing architectural features and/or building materials. If more space is needed, continue on a separate page. Attach drawings, photographs and/or specifications as necessary to fully illustrate your project—see following page for suggested attachments.

Dormer extension of about 5 feet on east side of house in the rear. New shed dormer extension will die into the roof of the existing addition, to be confirmed by the contractor after demolition has started. Existing vinyl siding will be replaced by wood clapboards. New window will be matched to existing dormer windows. Roof shingles/gutter will be chosen to match existing. If another site visit is needed, the architect + contractor will be available to answer any questions. Window and siding may be upgraded in the back of house, but not included here as it's been confirmed that it's not visible from the street and so, not subject to review.

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Residential Additions/Alterations Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

The Maine Home Construction Contracts Act requires that any home construction or repair work for more than $3000. in materials or labor must be based on a written contract unless the parties agree to exempt themselves. A sample contract is available on the City's website at www.portlandmaine.gov, in the Inspection Office, Room 315 of Portland City Hall or call (207)874-8703 to have one mailed to you.

One (1) complete set of construction drawings must include:

- ☐ Cross sections w/framing details
- ☑ Floor plans and elevations existing & proposed
- ☐ Detail removal of all partitions & any new structural beams
- ☐ Detail any new walls or permanent partitions
- ☐ Stair details including dimensions of: rise/run, head room, guards/handrails, baluster spacing
- ☐ Window and door schedules
- ☐ Foundation plans w/required drainage and damp proofing (if applicable)
- ☐ Detail egress requirements and fire separation/sound transmission ratings (if applicable)
- ☐ Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IEEC 2009
- ☐ Deck construction including: pier layout, framing, fastenings, guards, stair dimensions
- ☐ Electronic files in pdf format are also required
- ☐ Proof of ownership is required if it is inconsistent with the assessors records

Separate permits are required for internal & external plumbing, HVAC, and electrical installations.

If there are any additions to the footprint or volume of the structure, any new or rebuilt structures or, accessory detached structures a plot plan is required. A plot must include:

- ☐ The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines. Structures include decks, porches; bow windows, cantilever sections and roof overhangs, sheds, pools, garages and any other accessory structures must be shown with dimensions if not to scale.
- ☐ Location and dimensions of parking areas and driveways
- ☐ A change of use may require a site plan exemption application to be filed.

Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.

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 visit us on-line at www.portlandmaine.gov, stop by the Building Inspections office, room 315 City Hall or call 874-8703.

Permit Fee: $25.00 for the first $1000.00 construction cost, $11.00 per additional $1000.00 cost
This is not a Permit; you may not commence any work until the Permit is issued.

*389 Congress Street * Portland Maine 04101-3509 * Phone: (207) 874-8703 * Fax: (207) 874-8716*
http://www.portlandmaine.gov/planning/buildinsp.asp * E-Mail: buildinginspections@portlandmaine.gov