Portland, Maine

Department of

Shed / Acc
Permit Chec

(Residential single story detac
(Commercial & multifamily detached struct

All of the following information is required a you prepare your application package will en expedite the permitting process.

The Maine Home Construction Contracts Act require materials or labor must be based on a written contrac available on the City's website at http://www.portlandmai

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 10/03/16

One complete application packet includes:

- ☐ The application page filled out in its entirety and signed, e mail address required
- ☐ A plot plan detailing the shape and dimension of the property, footprint of the existing and proposed structure(s), and the distance from the actual property lines on all 4 sides of all structures. (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.)
- ☐ All documents and plans to be submitted as electronic files (PDF format as required)
- ☐ Proof of ownership is required if it is inconsistent with the assessor's records
- ☐ Supply one of the following which includes the length, width and height of the shed:
  a. A copy of the brochure from the manufacturer showing a picture & structure of the shed.
  b. A picture or sketch/plan of the proposed shed/structure

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 $1,000.00 construction cost, $15.00 every additional $1,000.00 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 * E-Mail: buildinginspections@portlandmaine.gov