

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

This is to certify that JustinM Fletcher

Located At 120 BRACKETT

Job ID: 2011-05-1181-ALTCOMM

CBL: 057 - - D - 014 - 118 - - - -

has permission to Interior Renovations

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

Fire Prevention Officer

Code Enforcement Officer / Plan Reviewer

[Handwritten signature]
4/23/11

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
PENALTY FOR REMOVING THIS CARD**

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: buildinginspections@portlandmaine.gov

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
 - **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
 - **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**
1. Close-in inspection required prior to insulating or drywalling.
 2. Final inspection required upon completion of work.

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Director of Planning and Urban Development
Penny St. Louis

Job ID: 2011-05-1181-ALTCOMM

Located At: 120 BRACKETT

CBL: 057 - - D - 014 - 118 - - - -

Conditions of Approval:

Zoning

1. This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
2. ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within an Historic District.
3. This is NOT an approval for an additional dwelling unit. You SHALL NOT add any additional kitchen equipment including, but not limited to items such as stoves, microwaves, refrigerators, or kitchen sinks, etc. without special approvals.
4. This property shall remain as four residential condominiums. Any change of use shall require a separate permit application for review and approval.

Fire

All construction shall comply with City Code Chapter 10.

This permit is being approved on the basis of the plans submitted. Any deviation from the plans would require amendments and approval.

All smoke detectors and smoke alarms shall be photoelectric.

Hardwired Carbon Monoxide alarms with battery back up are required in the dwelling units.

Two means of egress are required from every story. "MRSA Title 25 § 2453"

Capt. Gautreau

Building

1. Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.
2. Separate permits are required for any electrical, plumbing, sprinkler, fire alarm HVAC systems, heating appliances, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.
3. The framing must be 2" x 4" 16" oc minimum.
4. The header for the 7'-0" opening must be 3- 2" x 12'-s or a laminated beam.
5. There must be a 1 hour fire separation between units and units and common areas.

City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, FAX: (207) 8716

Job No: 2011-05-1181-ALTCOMM	Date Applied: 5/20/2011	CBL: 057 - - D - 014 - 118 - - - - -	
Location of Construction: 120 BRACKETT ST - Unit 118	Owner Name: Justin M Fletcher	Owner Address: 99 Wellington Rd. PORTLAND, ME 04103	Phone: 207-206-4088
Business Name:	Contractor Name: Justin M. Fletcher, Inc	Contractor Address: 99 Wellington Rd. PORTLAND, ME 04103	Phone: 207-206-4088
Lessee/Buyer's Name:	Phone:	Permit Type: BLDG - Building	Zone: R-6
Past Use: Four residential condos	Proposed Use: Four residential condos - new floor framing, new interior walls to create 2 bedrooms, 2 new bathrooms & closet	Cost of Work: 2000.00	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied <input type="checkbox"/> N/A	Inspection: Use Group: R-2 Type: SB IBC 091
Proposed Project Description: 120 Brackett Unit 118 - interior work		Pedestrian Activities District (P.A.D.)	

Signature: CAPT. R. Gauthier 6/2

Signature: [Signature]

Permit Taken By: **Zoning Approval**

1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.	Special Zone or Reviews	Zoning Appeal	Historic Preservation
2. Building Permits do not include plumbing, septic or electrical work.	<input type="checkbox"/> Shoreland <input type="checkbox"/> Wetlands <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM	<input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Not in Dist or Landmark <input type="checkbox"/> Does not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied
3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work.	Date: <i>OK w/ condition 5/27/11 ABM</i>	Date:	Date: <i>Any exterior work requires a separate permit I approved this historic preservation.</i>

CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHON



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: <u>113 BRACKETT ST. 190 Brackett</u>		
Total Square Footage of Proposed Structure/Area <u>2200 EXISTING CONDO</u>	Square Footage of Lot	Number of Stories <u>3</u>
Tax Assessor's Chart, Block & Lot Chart# <u>57</u> Block# <u>D</u> Lot# <u>14 118</u>	Applicant * <u>must</u> be owner, Lessee or Buyer Name <u>JUSTIN M. FLETCHER, INC.</u> Address <u>99 WELLINGTON RD</u> City, State & Zip <u>PORTLAND, ME 04103</u>	Telephone: <u>207 206 4088</u>
Lessee/DBA (If Applicable)	Owner (if different from Applicant) Name Address City, State & Zip	Cost Of Work: \$ <u>2000</u> C of O Fee: \$ _____ Total Fee: \$ _____
Current legal use (i.e. single family) <u>SINGLE FAMILY</u> Number of Residential Units _____ If vacant, what was the previous use? _____ Proposed Specific use: _____ Is property part of a subdivision? _____ If yes, please name _____ Project description: <u>LEVEL FLOORS BY SISTERING NEW FRAMING ON EXISTING JOISTS</u> <u>ADD NEW INTERIOR WALLS TO CREATE 2 BEDROOMS, BATH, MASTER CLOSET, MASTER BATH</u>		
Contractor's name: <u>JUSTIN M. FLETCHER, INC</u> Address: <u>99 WELLINGTON RD.</u> City, State & Zip: <u>PORTLAND, ME 04103</u> Telephone: _____ Who should we contact when the permit is ready: <u>JUSTIN</u> Telephone: <u>(207) 206-4088</u> Mailing address: _____		

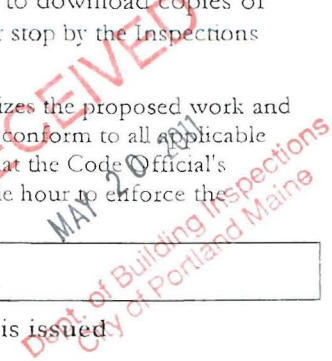
Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

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: <u>[Signature]</u>	Date: <u>5/20/11</u>
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This is not a permit; you may not commence ANY work until the permit is issued.



WARRANTY DEED

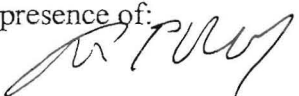
KNOW ALL MEN BY THESE PRESENTS, that **Mecap, LLC**, a Maine Limited Liability Company, with a mailing address of 5 Milk Street, Portland, ME, for Consideration Paid, GRANT with WARRANTY COVENANTS TO **Justin M. Fletcher, Inc.**, a Maine Business Corporation with a mailing address of 21 Powsland Street, #2, Portland, ME 04104, the following described real estate known as Unit 118 at 120 Brackett Street, Portland, Maine:

Unit 118 of 120 Brackett Street Condominium located on 118-120 Brackett Street in Portland, Cumberland County, Maine, as more particularly described in the Declaration of Condominiums of 120 Brackett Street Condominium, dated as of May 8, 2006, and recorded in the Cumberland County Registry of Deeds in Book 23977, Page 302, and as shown on the Plat and Plans incorporated into said Declaration and recorded in said Registry of Deeds in Plan Book 206, Pages 323 through 328, together with said Unit's percentage interests in common elements and vote in the 120 Brackett Street Condominium, all as more particularly set forth in said Declaration.

Meaning and intending to convey the same property as deeded to MTGLQ Investors, L.P. by deed dated January 14, 2011 recorded in the Cumberland County Registry of Deeds at Book 28457, Page 108.

Meaning and intending to convey the same property as deeded to Mecap, LLC by deed of MTGLQ Investors, L.P. to be recorded in said Registry.

In Witness Whereof, Mecap, LLC has caused this instrument to be executed this 17th day of May, 2011.

Signed, Sealed and Delivered
In the presence of:



Mecap, LLC
By: 

Scott Latumiere
Its Manager

STATE OF MAINE
CUMBERLAND, SS

Dated: May 17, 2011

Personally appeared the above-named Scott Latumiere in his capacity as Manager of Mecap, LLC, and acknowledged the foregoing instrument to be his free act and deed and the free act and deed of said Company.

RECEIVED Before me, 

Notary/Attorney at Law #3453
Alan E. Wolf

MAY 27 2011

Dept. of Building Inspections
City of Portland Maine

QUITCLAIM (RELEASE DEED)

COPY

CONDO CONVERSION I, LLC, a Maine Limited Liability Company with a place of business in Portland, Maine

for consideration paid, RELEASES to:

JUSTIN M. FLETCHER, INC., a Maine Corporation, with a mailing address of 21 Powlands Street #2, Portland, Maine 04104

All its right, title and interest in a certain lot or parcel of land with any improvements thereon situated in the City of Portland, County of Cumberland and State of Maine and being more particularly described as follows:

Unit 118 of 120 Brackett Street Condominium located on 118-120 Brackett Street in Portland, Cumberland County, Maine, as more particularly described in the Declaration of Condominiums of 120 Brackett Street Condominium, dated as of May 8, 2006 and recorded in the Cumberland County Registry of Deeds in Book 23977, Page 302 and as shown on the Plat and Plans incorporated into said Declaration and recorded in said Registry of Deeds in Plan Book 206, Page 323 through 328, together with said Unit's percentage interests in common elements and vote in the 120 Brackett Street Condominium, all as more particularly set forth in said Declaration.

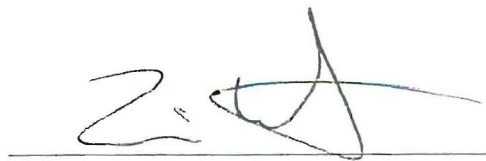
The Grantor's interest derives by deed of Zerine Whyte, dated May 8, 2006 and recorded in the Cumberland County Registry of Deeds in Book 23977, Page 300 and Grantor's right of redemption pursuant to Title 36 of the Maine Revised Statutes Annotated. The City of Portland having acquired its interest by two real estate tax liens assessed against the Grantor herein and recorded on June 17, 2008 in Book 26132, Page 349 and on June 16, 2009 in Book 26993, Page 279.

IN WITNESS WHEREOF, Condo Conversion I, LLC, by Zerine Whyte, Its Manager, hereunto duly authorized has executed this Deed on the ___ day of May, 2011.

CONDO CONVERSION I, LLC



By Zerine Whyte



Its Manager

RECEIVED

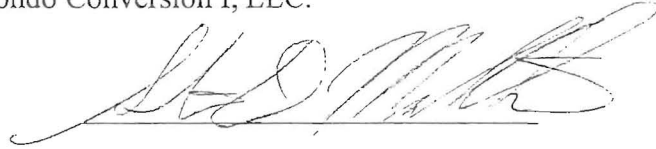
MAY 27 2011

Dept. of Building Inspections
City of Portland Maine

STATE OF MAINE
Cumberland, ss

May , 2011

Then personally appeared the above-named Zerin Whyte, Manager of Condo Conversion I, LLC and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act and deed of Condo Conversion I, LLC.

A handwritten signature in black ink, appearing to read 'S.D. Matthews', written over a horizontal line.

~~Attorney at Law/Notary Public~~

STEVEN D. MATTHEWS
Notary Public, Maine
My Commission Expires
July 1, 2013

GENERAL NOTES

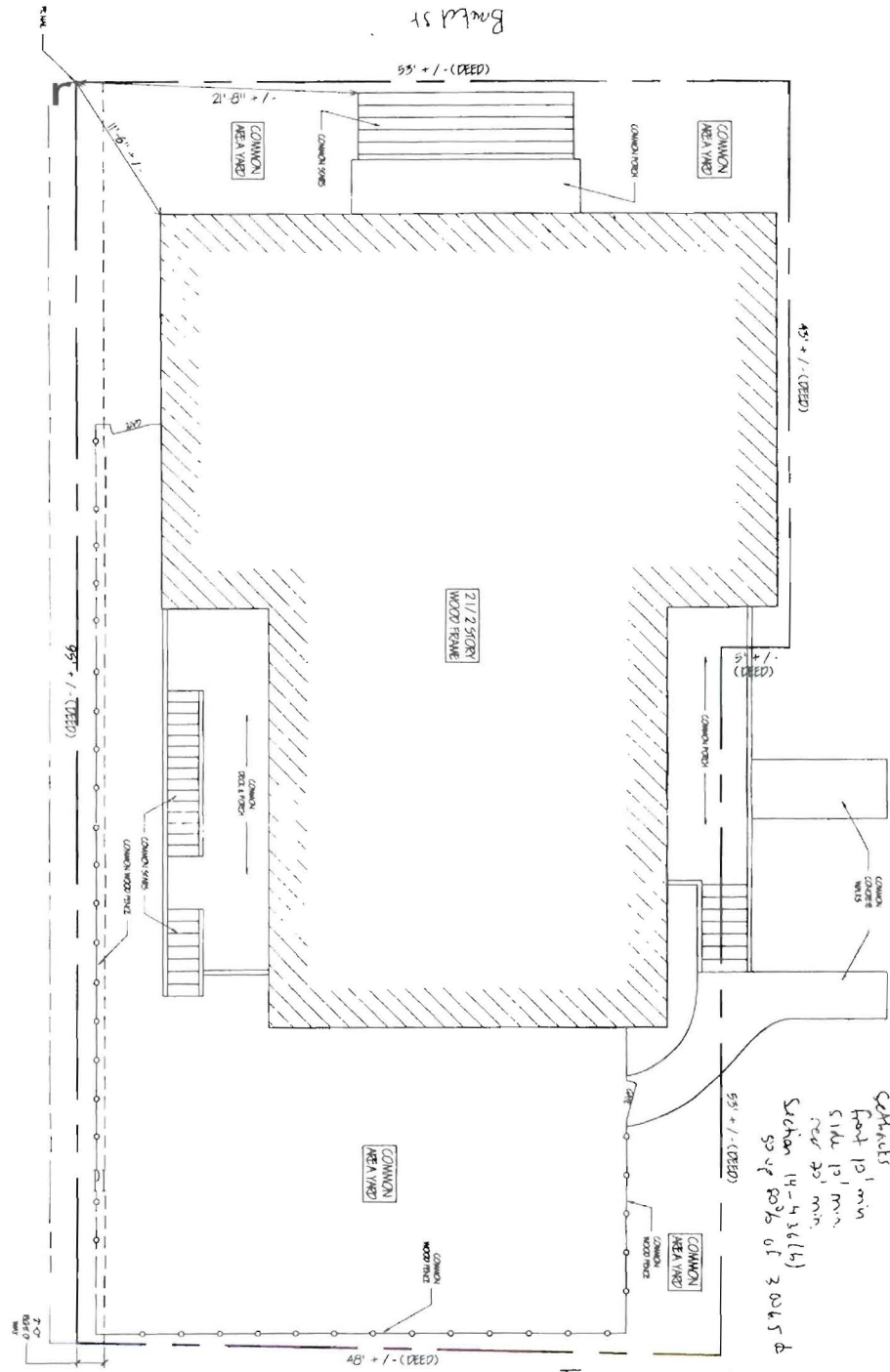
1. REFERENCE IS MADE TO PLAN OF LAND TITLE (CONDOMINIUM PLAN) OF RECORD FOR THE COMMONS, FIRST FLOOR, BOOK 3009, PAGE 100.
2. THIS PLAN IS A REVISION OF THE COMMONS, FIRST FLOOR, BOOK 3009, PAGE 100, AS AMENDED BY THE COMMONS, FIRST FLOOR, BOOK 3009, PAGE 100, AS AMENDED BY THE COMMONS, FIRST FLOOR, BOOK 3009, PAGE 100, AS AMENDED BY THE COMMONS, FIRST FLOOR, BOOK 3009, PAGE 100.
3. ALL DIMENSIONS ARE IN FEET AND INCHES (ROUNDING UP).
4. ALL WORK IS TO BE ACCORDING TO THE COMMONS, FIRST FLOOR, BOOK 3009, PAGE 100, AS AMENDED BY THE COMMONS, FIRST FLOOR, BOOK 3009, PAGE 100, AS AMENDED BY THE COMMONS, FIRST FLOOR, BOOK 3009, PAGE 100.

LOT PLAN
SCALE: 1/4" = 1'-0"



STATE OF MAINE

CARRIE A. GRANT
REGISTERED PROFESSIONAL ARCHITECT
NO. 12345
EXPIRES 12/31/2024



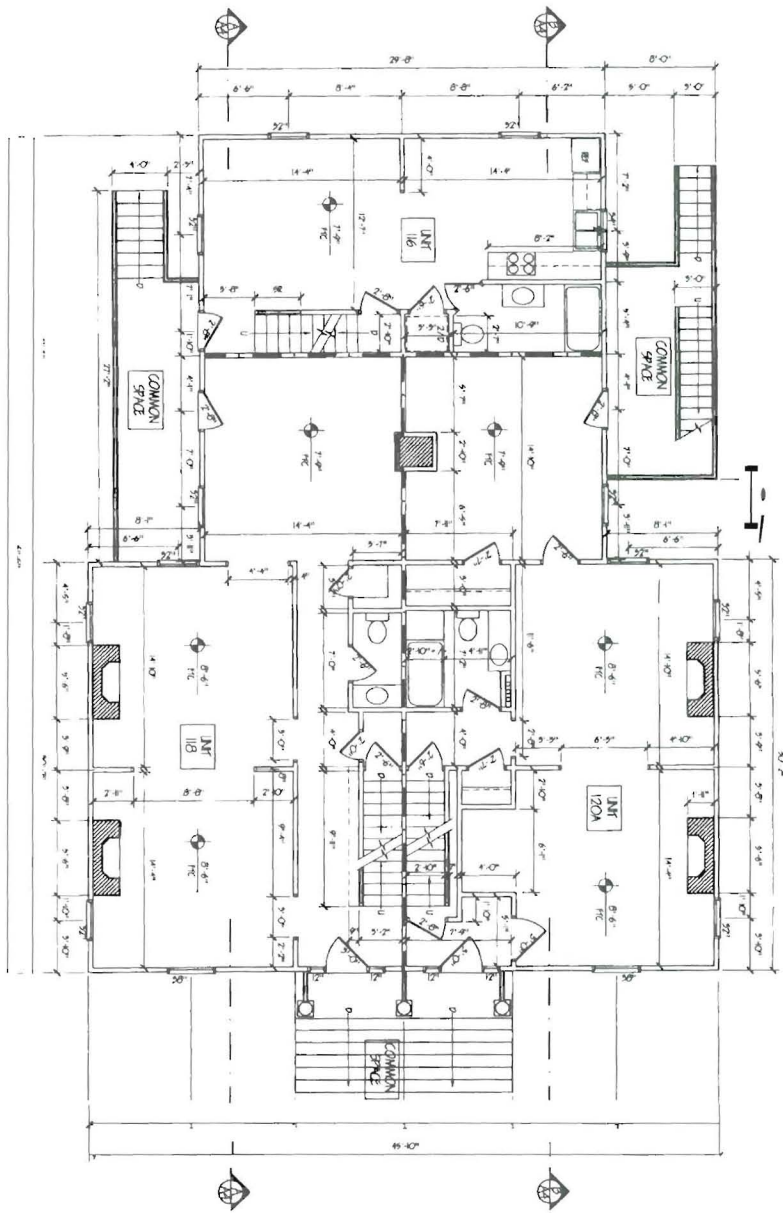
R6 - lot size 48x57
1,000 sq ft - need 4,000 sq ft
Contract
Foot 10' min
Side 12' min
Rear 20' min
Section 14-4-16(b)
50% of 20x26 = 20x13 ft

dormer
22' x 25' = 550 sq ft
5% of 80' x 26' = 104 sq ft
22' x 27' with
to expand.
height of dormer
3' 7" to
max height.

GRANT HAYS ASSOCIATE		REAR DORMER ADDITION	
EXISTING PROPERTY PLAN	ARCHITECTURE INTERIOR DESIGN P.O. BOX 8179 FALMOUTH, MAINE 04106	120 BRACKETT STREET PORTLAND, MAINE 04102	
DRAWING TITLE	(607) 871-0900	(607) 871-8308	JOB TITLE
DATE: 5/11/11	SCALE: 1/4" = 1'-0"		

GENERAL NOTES

1. REFER TO SHEET 01 FOR ALL NOTES REGARDING CONSTRUCTION.
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
5. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
6. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
7. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
8. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
9. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
10. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.



FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"



UNIT SQUARE FOOTAGE

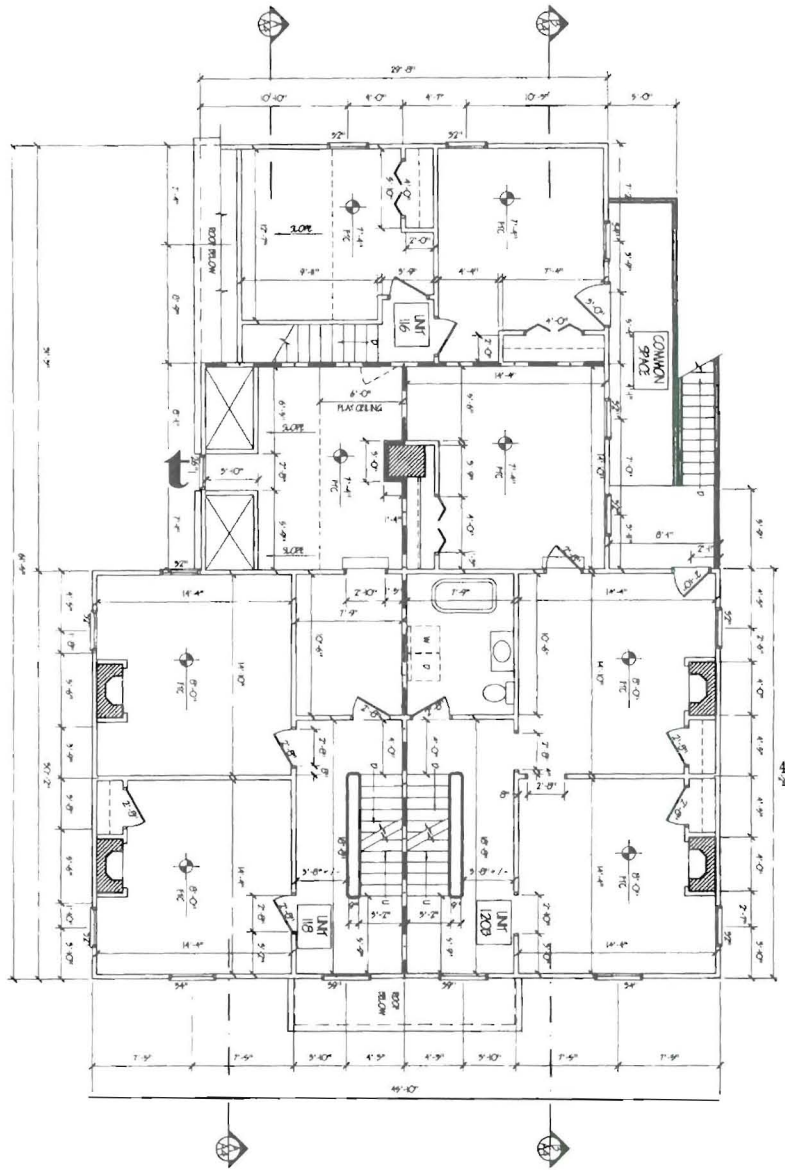
UNIT	SQ. FT.
101	1,100
102	1,100
103	1,100
104	1,100
105	1,100
106	1,100
107	1,100
108	1,100
109	1,100
110	1,100
111	1,100
112	1,100
113	1,100
114	1,100
115	1,100
116	1,100
117	1,100
118	1,100
119	1,100
120	1,100

STATE OF MAINE
 CHARLES A. GRANT
 ARCHITECT
 120 BRACKETT STREET
 PORTLAND, MAINE 04102
 P.L.M. 0012
 1/12

GRANT HAYS ASSOCIATE ARCHITECTURE INTERIOR DESIGN P.O. BOX 6178 FALMOUTH, MAINE 04102 (207) 871-6900	EXISTING FIRST FLOOR PLAN DRAWING TITLE	REAR DORMER ADDITION 120 BRACKETT STREET PORTLAND, MAINE 04102 JOB TITLE	REGISTERED ARCHITECT MICHAEL A. HAYS NO. 1744 MAINE
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DATE: 5/14/06
 DRAWING NO. 060299
 SHEET NO. A2

- GENERAL NOTES**
1. REFERENCE TO ANY OF THE NOTES CONCERNING THE ARCHITECT'S WORK IS TO BE MADE TO THE ARCHITECT'S OFFICE.
 2. THE ARCHITECT IS NOT RESPONSIBLE FOR THE ACCURACY OF THE DIMENSIONS SHOWN ON THIS PLAN UNLESS SPECIFICALLY NOTED OTHERWISE.
 3. ALL WORK IS TO BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND REGULATIONS.
 4. ALL WORK IS TO BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND REGULATIONS.



SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"

UNIT SQUARE FOOTAGE

UNIT	SQ. FT.
116	1,200
119	1,200
1209	1,200

STATE OF MAINE

DESIGNED BY	DATE
DRAWN BY	DATE
CHECKED BY	DATE
APPROVED BY	DATE

GRANT HAYS ASSOCIATE

EXISTING SECOND FLOOR PLAN

ARCHITECTURE INTERIOR DESIGN
P.O. BOX 8179 FALMOUTH, MAINE 04106
(207) 871-8900 (207) 871-9308

REAR DORMER ADDITION

120 BRACKETT STREET
PORTLAND, MAINE 04102

REGISTERED ARCHITECT
MICHAEL F. HAYS
NOV 1978
STATE OF MAINE

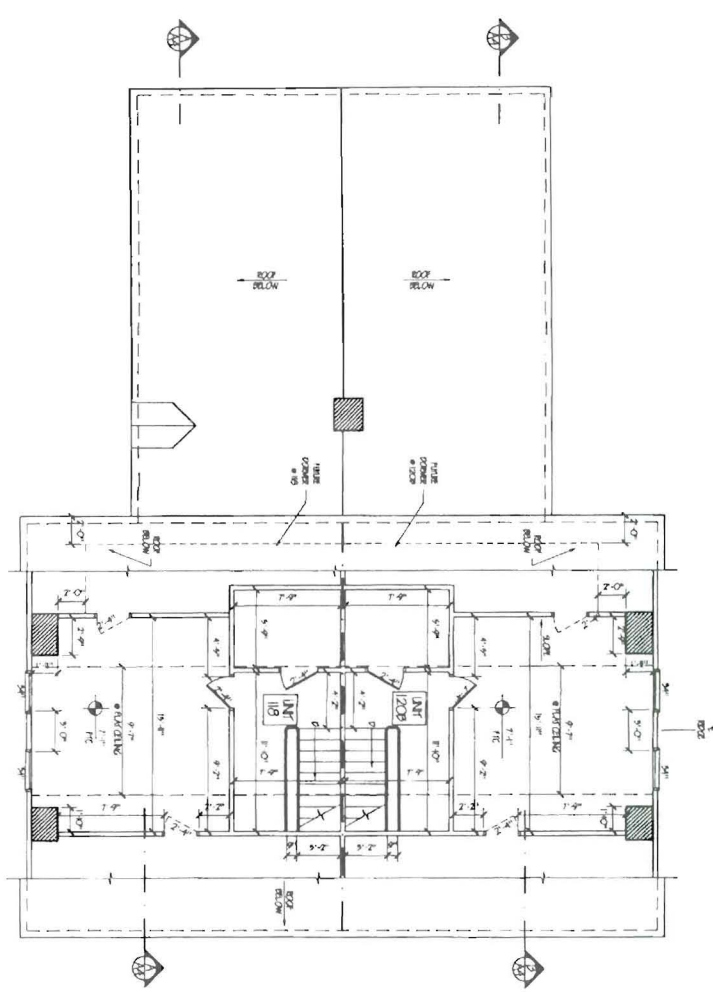
JOB TITLE

DATE 1/4/11
SCALE 1/8" = 1'-0"

DESIGNER AS

GENERAL NOTES

1. REFER TO SHEET 02 FOR ALIEN OF LAND INTER CONDITIONALITY.
2. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2009 MAINE BUILDING CODE.
3. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2009 MAINE MECHANICAL CODE.
4. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2009 MAINE ELECTRICAL CODE.
5. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2009 MAINE PLUMBING CODE.
6. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2009 MAINE FIRE CODE.
7. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2009 MAINE ENERGY CODE.
8. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2009 MAINE ENVIRONMENTAL CODE.
9. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2009 MAINE HEALTH AND SAFETY CODE.
10. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2009 MAINE OCCUPANCY CODE.



THIRD FLOOR PLAN
SCALE: 1/4" = 1'-0"



UNIT SQUARE FOOTAGE

UNIT	SQ. FT.
EXISTING	1,200
ADDITION	1,200
TOTAL	2,400

STATE OF MAINE

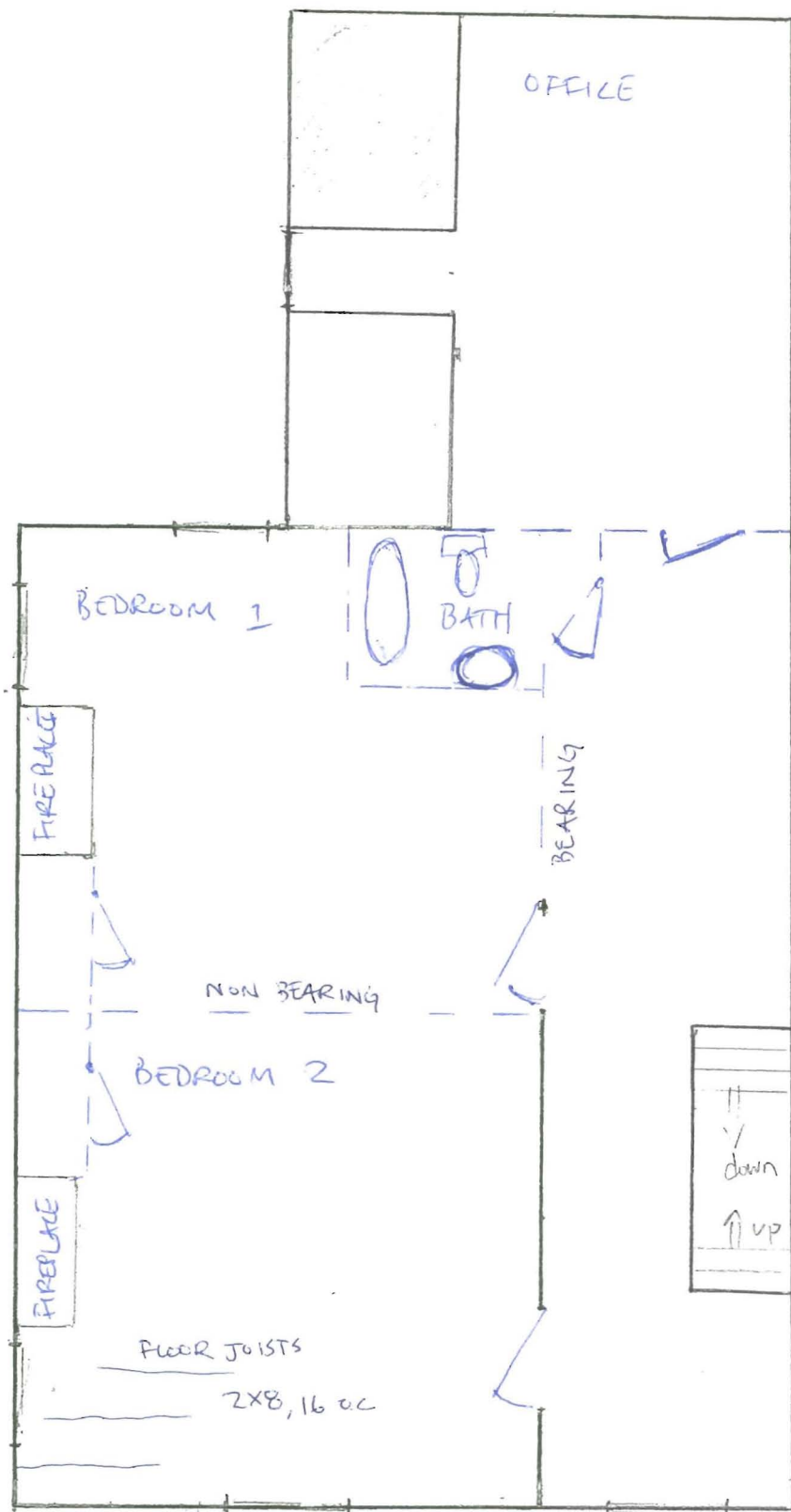
DESIGNED BY: _____
 DRAWN BY: _____
 CHECKED BY: _____
 DATE: _____
 SCALE: 1/4" = 1'-0"
 P.L.N. NO. _____

<p>GRANT HAYS ASSOCIATES</p> <p>ARCHITECTURE INTERIOR DESIGN</p> <p>P.O. BOX 8179 FALMOUTH, MAINE 04105</p> <p>(207) 871-8900 (207) 871-8908</p>	<p>REAR DORMER ADDITION</p> <p>120 BRACKETT STREET PORTLAND, MAINE 04102</p>	<p>EXISTING THIRD FLOOR PLAN</p> <p>DRAWING TITLE</p>	<p>DATE: 31 JUL 09 DRAWN BY: MPH/ML P.L.N. NO: 040299</p>	<p>SCALE: 1/4" = 1'-0"</p>	<p>STATE OF MAINE LICENSED ARCHITECT MICHAEL F. HAYS No. 10210</p>	<p>JOB TITLE</p>
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3/16 SCALE

ALL 3'0" x 6'8" DOORS

2ND FLOOR



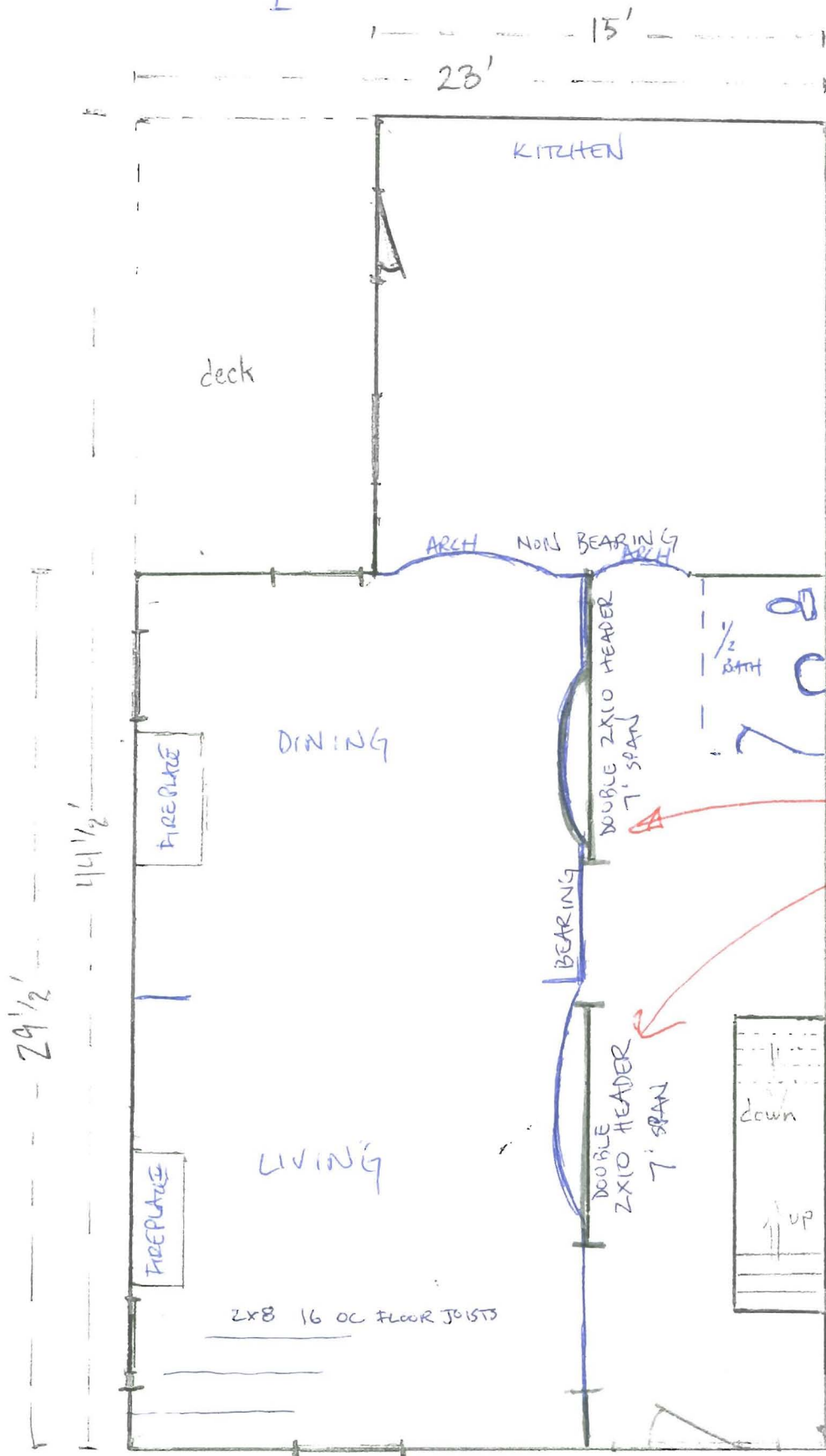
3rd floor

3/16 SCALE



1ST FLOOR

3/16 SCALE
= 1'



PROPOSED
= NEW CONSTRUCTION

2x4 WALLS, 1/2" SHEETROCK

ALL 3'0" X 6'8" DOORS
8 1/2' - 9' WALLS

2006 BUILDING PERMIT
SHOWS SIMILAR PLAN,
I'M ADDING FULL BATH
TO 2ND FLOOR.

Need -
3-2x12's
or
LVL



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 IEBC 2003
- Deck construction including: pier layout, framing, fastenings, guards, stair dimensions
- Reduced plans or electronic files in pdf format are also required if original plans are larger than 11" x 17"
- 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: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost

This is not a Permit; you may not commence any work until the Permit is issued.