New Commercial
Permit Application Checklist

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 10/03/14

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.

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

Note: Construction documents for costs in excess of $50,000.00 must be prepared by a Design Professional and bear their seal.

- ☑ Cross sections w/framing details
- ☑ Detail of any new walls or permanent partitions
- ☑ Floor plans and elevations
- ☑ Window and door schedules
- ☑ Foundation plans with rebar specifications and required drainage and damp proofing (if applicable)
- ☑ Detail egress requirements and fire separations
- ☑ Insulation R-factors of walls, ceilings, floors and U-factors of windows as per the IEEC 2009
- ☑ Complete the Accessibility Certificate and The Certificate of Design
- ☑ A statement of special inspections as required per the IBC 2009
- ☑ Complete electrical and plumbing layout.
- ☑ Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment (air handling) or other types of work that may require special review.
- ☑ Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".
- ☑ Per State Fire Marshall, all new bathrooms must be ADA compliant.

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

Nine (9) copies of the minor (< 10,000 sf) or major (> 10,000 sf) site plan application is required that includes:

- ☑ A stamped boundary survey to scale showing north arrow, zoning district and setbacks to a scale of ≥ 1" = 20' on paper ≥ 11" x 17"
- ☑ The shape and dimension of the lot, footprint of the proposed structure and the distance from the actual property lines. Photocopies of the plat or hand draw footprints not to scale will not be accepted.
- ☑ Location and dimensions of parking areas and driveways, street spaces and building frontage
- ☑ Finish floor or sill elevation (based on mean sea level datum)
- ☑ Location and size of both existing utilities in the street and the proposed utilities serving the building
- ☑ Existing and proposed grade contours
- ☑ Silt fence (erosion control) locations

Building Inspections Division • 389 Congress Street • Portland, Maine 04101 • (207) 874-8703 • FACSIMILE (207) 874-8716 • TTY (207) 874-8936

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Fire Department requirements.

The following shall be submitted on a separate sheet:

- [x] Name, address and phone number of applicant **and** the project architect.
- [x] Proposed use of structure (NFPA and IBC classification)
- [x] Square footage of proposed structure (total and per story)
- [x] Existing and proposed fire protection of structure.
- [x] Separate plans shall be submitted for
  - a) Suppression system
  - b) Detection System (separate permit is required)
- [x] A separate Life Safety Plan must include:
  - a) Fire resistance ratings of all means of egress
  - b) Travel distance from most remote point to exit discharge
  - c) Location of any required fire extinguishers
  - d) Location of emergency lighting
  - e) Location of exit signs
  - f) NFPA 101 code summary
- [ ] Elevators shall be sized to fit an 80" x 24" stretcher. N/A

For questions on Fire Department requirements call the Fire Prevention Officer at (207) 874-8405.

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 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.

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.