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Inspections Division
Date: 02/26/18

Permitting and Inspections Department
Michael A. Russell, MS, Director

New Commercial Structure and Addition Checklist

(Including accessory structure, ramp, stair)

All applications shall include the following:

- ☑ **New Commercial Structures and Additions Checklist** (this form)
- ☑ **General Building Permit Application**
- ☑ **Plot plan/site plan** showing lot lines, shape and location of existing and proposed structures
- ☑ **Stamped boundary survey and copy of final approved site plan** (for new commercial structures that were subject to Site Plan approval only)
- ☑ **Proof of Ownership** (e.g. deed, purchase and sale agreement) if purchased within the last six months
- ☑ **Administrative Authorization Application** from the Planning Department (required for new structures 500 square feet or less): http://me-portland.civicplus.com/DocumentCenter/View/2809

Please *note*: *All plans shall be drawn to a measurable scale (e.g., 1/4 inch = 1 foot) and include dimensions. Construction documents prepared and stamped by a licensed architect or engineer shall be required for certain projects in accordance with the stated Policy on Requirements for Stamped or Sealed Drawings.*

Applications for detached accessory structures 120 square feet or less (for storage only) shall also include: One of the following which includes the length, width and height of the structure:

- ☐ A copy of the brochure from the manufacturer; or
- ☐ A picture or sketch/plan of the proposed shed/structure

Applications for new structures and additions shall also include the following *(As each project has varying degrees of complexity and scope of work, some information may not be applicable. Please check and submit only those items that are applicable to the proposed project.)*

- ☐ **Complete Code Reviews** per 2009 IBC and 2009 NFPA 101 with project applicable details
- ☐ **Geotechnical report**
- ☐ **Structural load design criteria** per 2009 IBC
- ☐ **Statement of Special Inspections**
- ☐ **Certificate of Accessible Building Compliance**
- ☐ **ComCheck** https://www.energycodes.gov/comcheck/ or **ResCheck** https://www.energycodes.gov/rescheck/ with certificates of compliance for thermal envelope and MEP systems
- ☐ ***One complete set of construction drawings with the following:***
  - ☐ Life safety plan showing egress capacity, any egress windows, occupancy load, travel distances, common path distance, dead end corridor length, separation of exits, illumination and marking of exits, portables fire extinguishers, fire separations and any fire alarm or fire sprinklers systems.
  - ☐ Foundation, floor and wall structural framing plans for each story and roof
  - ☐ Stair details with dimensions, direction of travel, handrails and guardrails
  - ☐ Wall/floor/ceiling partition types including listed fire rated assemblies and continuity
  - ☐ Sections and details showing all construction materials, floor to ceiling heights and stair headroom
  - ☐ Building Elevations, existing and proposed for each side of the building
  - ☐ Door and window schedules
  - ☐ Insulation R-factors of foundation/slab, walls, ceilings, floors, roof and window U-factors
  - ☐ Accessibility features and design details
  - ☐ Complete electrical, plumbing and mechanical plans
  - ☐ Project specifications manual
  - ☐ A copy of the State Fire Marshal construction and barrier free permits. For these requirements visit: http://www.maine.gov/dps/fmo/plans/about_permits.html

Separate permits are required for internal and external plumbing, electrical installations, heating, ventilating and air conditioning (HVAC) systems, appliances and commercial kitchen hoods.