



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

Fire Sprinkler – One or Two Family Permit Application & Checklist

A complete set of sprinkler drawings shall be submitted with the completed application.

Separate permits are required for internal and external plumbing and electrical installations. For questions on Fire Department requirements, call the Fire Prevention Officer at (207) 874-8405.

Construction Address:	
Total Square Footage of Proposed Structure:	
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# Total Cost of System:\$ <i>(No Permit Fee)</i>	Applicant Name: Address: Phone: Email:
Lessee/Owner Name (if different): Address: Phone: Email:	Contractor Name (if different): Address: Phone: Email:
Current use (i.e. single family): If vacant, what was the previous use? Proposed specific use: Is property part of a subdivision? Yes No If yes, name: Project description: State Sprinkler license number: State Sprinkler Permit/log number*: Occupancy Classification: Single-Family Home Two-Family Home Total sq ft of protected floor space: Number of stories: Is this a multi-purpose piping system? Yes No Does the system use pex piping? Yes No Water supply: Municipal Pump and tank Other City plumbing permit number:	
Name of person to contact when the permit is ready:	
Address:	
City, State & Zip:	
Email Address:	Phone:

****This is not a permit. You may not commence work until the permit is issued. Even though there is no fee for a one- or two-family system, a cost estimate is still required.****

*A copy of the state sprinkler permits with RMS sign off is required prior to the final inspection.



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Requirements for Electronic Submissions

In order to ensure a timely review of the application, please read and follow the requirements below for all electronic submissions:

- **Drawings sheets shall be submitted individually-- each PDF file shall contain no more than one drawing sheet.** Only PDF files are acceptable for plan review, and each file shall not exceed 5MB in size.
- **Drawing files shall be named based on the drawing sheet number and name.** It is recommended to include a Category/Discipline letter (such as A for Architectural), a sheet number and a descriptive title (e.g., A1 Existing Exterior Elevation).
- **Revised file submissions must use the exact same file name as originally submitted.** The Electronic Plan Review software will recognize this submission as Version 2.
- **Supporting documents shall be submitted as an individual PDF file for each document (these documents may be multi-page PDF files) and named based on the document type** (e.g., “Deed”, “Stormwater Report”, “Permit Application”, etc.). Searchable PDF files are requested for calculations, reports and other supporting documents.
- **A graphic scale or a scale to reference shall be included on each drawing sheet.**
- **Plans prepared by a design professional shall include a Code Analysis sheet**, referencing the Maine Uniform Building and Energy Code and Portland City Code, Chapter 10 – Fire Prevention and Protection, which includes NFPA 1, Fire Code and NFPA 101, Life Safety Code. Chapter 10 of the City Code can be viewed at:
<http://www.portlandmaine.gov/citycode/chapter010.pdf>.
- **Files shall be submitted via email to permitting@portlandmaine.gov.** The email subject line shall include the project address and type of permit. Multiple emails may be sent for one project if the files exceed the maximum file size.
- **Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.**



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Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: portlandmaine.gov/payyourpermit
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

City of Portland
Permitting and Inspections Department
389 Congress Street, Room 315
Portland, Maine 04101

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature: _____ Date: _____

I have provided electronic copies and sent them on: _____ Date: _____

NOTE: All electronic paperwork must be delivered to permitting@portlandmaine.gov or with a thumb drive to the office.

If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.