



# 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.

<b>Address/Location of Construction:</b> 114 emery st.		
<b>Total Square Footage of Proposed Structure:</b>		<b>35</b>
<b>Tax Assessor's Chart, Block &amp; Lot</b> Chart#      Block#      Lot# 062co19001	<b>Applicant Name:</b> John Muldoon <b>Address:</b> 13 Columbus avenue <b>City, State &amp; Zip:</b> South Portland Maine 04106	<b>Telephone:</b> 2077672235 <b>Email:</b> jmuldoon44@gmail.c
<b>Lessee/Owner Name :</b> Ackerman (if different than applicant) <b>Address:</b> 114 emery <b>City, State &amp; Zip:</b> Portland Maine 04101 <b>Telephone &amp; E-mail:</b> 2077721061	<b>Contractor Name:</b> (if different from Applicant) <b>Address:</b>  <b>City, State &amp; Zip:</b>  <b>Telephone &amp; E-mail:</b>	<b>Cost Of Work:</b> \$ <u>John Muldoon</u> <b>C of O Fee:</b> \$ _____ <b>Historic Rev \$</b> _____ <b>Total Fees :</b> \$ _____
<b>Current use</b> (i.e. single family) <u>Two family</u>		
<b>If vacant, what was the previous use?</b> _____		
<b>Proposed Specific use:</b> _____		
Is property part of a subdivision? <input type="checkbox"/> If yes, please name _____		
<b>Project description:</b> Repair entry porch, new handrail and lattice meeting historical design.		
<b>Who should we contact when the permit is ready:</b> John Muldoon		
<b>Address:</b> 13 Columbus avenue		
<b>City, State &amp; Zip:</b> South Portland Maine 04106		
<b>E-mail Address:</b> jmuldoon44@gmail.com		
<b>Telephone:</b> 2077672235		

**Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.**

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](http://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:** 04/16/2014      **Date:** 04/16/2014

**This is not a permit; you may not commence ANY work until the permit is issued.**



Jeff Levine, AICP, Director  
Planning & Urban Development Department

Tammy Munson, Director  
Inspections Division

## Home Occupation Permit Application Checklist

Attached you will find the information packet for a Home Occupation which is a change of use. The packet includes the section of the Land Use Ordinance that outlines the criteria you must fall into to be considered a home occupation. Please check with the City Clerk's Office in room 205, City Hall to see if you will need a business license. For further information or to download copies of this form and other applications visit our website at [www.portlandmaine.gov](http://www.portlandmaine.gov)

### When applying for the permit you will need to include the following information:

- General Building Permit Application filled out in its entirety.
- A cover letter explaining your home occupation and how it meets the criteria, item by item (see Sample letter).
- Dimensioned floor plans of the entire dwelling noting the specifics of your proposed home occupation.
- If you do not own the property, a letter from the owner, giving you permission to conduct the specific home occupation.
- If there are going to be any structural modifications, you will also include those drawings, which must provide specific dimensions as well as stating all materials to be used.
- A plot plan, including the shape and dimension of the lot, footprints of any structures, and the location and dimensions of parking areas and driveways.

### Fees:

Change of Use for home occupation: \$150.00.

Certificate of Occupancy \$75.00

Structural Changes: \$10.00 per thousand of estimated cost of work.

A minimum of \$225.00 is required (W/O any structural changes)

*A change of use means that we are going to review this project as an additional use to the property other than just a dwelling space.*



Jeff Levine, AICP, Director  
Planning & Urban Development Department

Tammy Munson, Director  
Inspections Division

### **Electronic Signature and Fee Payment Confirmation**

*Notice: Your electronic signature is considered a legal signature per state law.*

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.
- I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature: John Muldoon

Date: 04/16/2014

I have provided digital copies and sent them on:

Date: 04/16/2014

NOTE: All electronic paperwork must be delivered to [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov) or by physical means ie; a thumb drive or CD to the office.