



Portland, Maine

Yes. Life's good here.

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

General Building Permit Application

Project Address: 340 Park Avenue

Tax Assessor's CBL: 65 A 3 Cost of Work: \$

Proposed use (e.g., single-family, retail, restaurant, etc.): Hotel

Current use: Hotel Past use, if currently vacant:

Commercial Multi-Family Residential One/Two Family Residential

Type of work (check all that apply):

- List of construction types with checkboxes: New Structure, Addition, Alteration, etc.

Project description/scope of work (attach additional pages if needed):

The project proposes the construction of a stormwater detention beneath the existing parking lots to mitigate the regional flooding issue.

Applicant Name: LQ Management LLC Phone: (214) 492 - 6993

Address: 909 Hidden Ridge Road, Irving Texas 75038 Email: John.Robinson@LaQuinta.com

Lessee/Owner Name (if different): Phone: () -

Address: Email:

Contractor Name (if different): Not selected yet. Phone: () -

Address: Email:

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...

Signature: [Handwritten Signature] Date: 4/25/2017

This is a legal document and your electronic signature is considered a legal signature per Maine state law.

Review of this application will not begin until the permit payment is received. This is not a permit. Work may not commence until the permit is issued.



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Requirements for Electronic Submissions

In order to ensure the most expedient review of your application, please meet 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 National Fire Protection Association (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.**

For further information and to access PDF versions of this and other forms, visit the Permitting and Inspections Department online at <http://portlandmaine.gov/1728/Permitting-Inspections>.

*To download a free version of Adobe Acrobat Reader, please visit: <https://get.adobe.com/reader/>



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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: 4/25/2017

I have provided electronic copies and sent them on: _____ Date: 4/27/17

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.