Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 06/13/16

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.

Address/Location of Construction: 31 Frederic Street Apt. 1, 2 & 3		
Total Square Footage of Proposed Structure: 480sqft		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 067K013001	**Applicant Name:** Lotus Asset Management LLC Address 812 Congress apt. 4 City, State & Zip Portland, ME 04102	Telephone: 207 522 0917 Email: mark@lotusmgt.com
Lessee/Owner Name : (if different than applicant) Address: City, State & Zip: Telephone & E-mail:	**Contractor Name:** Lotus Management (if different from Applicant) Address: 812 Congress Street, Apt. 4 City, State & Zip: Portland, ME 04102 Telephone & E-mail: 207 522 0917 Mark@lotusmgt.com	Cost Of Work: $ 36,000 C of O Fee: $_____ Historic Rev $_____ **Total Fees : $**_____

Current use (i.e. single family) Apartment
If vacant, what was the previous use? _____
Proposed Specific use: _____
Is property part of a subdivision? ___ If yes, please name _____
Project description:
New kitchen cabinets & bathroom, new electrical & plumbing, sheetrock, painting

Who should we contact when the permit is ready: Mark McCain
Address: 812 Congress Street Apartment 4
City, State & Zip: Portland, ME 04102
E-mail Address: mark@lotusmgt.com
Telephone: 207 522 0917

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, 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: _____ **Date:** 4/25/2016

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

Portland, Maine — Yes. Life's good here.

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 06/13/16

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, upon receipt of an e-mailed invoice from Building Inspections, which signifies that my electronic permit application and corresponding paperwork have been received, determined complete, entered by an administrative representative, and assigned a permit number, I then have the following four (4) payment options:

- [ ] provide an on-line electronic check or credit/debit card (we now accept American Express, Discover, VISA, and MasterCard) payment (along with applicable fees beginning July 1, 2014),
- [ ] call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone,
- [x] hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall,
- [x] deliver a payment method through the U.S. Postal Service, at the following address:

City of Portland, Inspections Division
389 Congress Street, Room 315
Portland, Maine 04101

Once my payment has been received, this then starts the review process of my permit. ***After all approvals have been met and completed, I will then be issued my permit via e-mail.*** No work shall be started until I have received my permit.

Applicant Signature: _____ Date: 4/25/2016

I have provided digital copies and sent them on: 4/25/2016 Date: 4/25/2016

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