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Department of Permitting and Inspections

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Commercial Interior & Change of Permit Application Checklist

Date: 07/01/16

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

One (1) complete set of construction drawings must include:

Note: Construction documents for costs in excess of $50,000.00 must be prepared by a Design Professional and bear their seal.

- [X] Cross sections w/framing details
- [X] Detail of any new walls or permanent partitions
- [X] Floor plans and elevations
- [X] Window and door schedules
- [NA] Complete electrical and plumbing layout. RESIDENTIAL
- [NA] Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review RESIDENTIAL
- [NA] Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IEEC 2009 PER IEBC
- [Y] Proof of ownership is required if it is inconsistent with the assessors records.
- [Y] Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".
- [NA] Per State Fire Marshall, all new bathrooms must be ADA compliant. RESIDENTIAL

Separate permits are required for internal and external plumbing, HVAC & electrical installations.

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including:

- [NA] The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines.
- [NA] Location and dimensions of parking areas and driveways, street spaces and building frontage.
- [NA] Dimensional floor plan of existing space and dimensional floor plan of proposed space.

A Minor Site Plan Review is required for any change of use between 5,000 and 10,000 sq. ft. (cumulatively within a 3-year period)

*389 Congress Street * Portland Maine 04101-3509 * Phone: (207) 874-8703 * Fax: (207) 874-8716*
http://www.portlandmaine.gov * E-Mail: buildinginspections@portlandmaine.gov

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N/A RESIDENTIAL

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Fire Department requirements.

The following shall be submitted on a separate sheet:

- [ ] Name, address and phone number of applicant **and** the project architect.
- [ ] Proposed use of structure (NFPA and IBC classification)
- [ ] Square footage of proposed structure (total and per story)
- [ ] Existing and proposed fire protection of structure.
- [ ] Separate plans shall be submitted for
  - a) Suppression system
  - b) Detection System (separate permit is required)

N/A [ ] A separate Life Safety Plan must include:

- a) Fire resistance ratings of all means of egress
- b) Travel distance from most remote point to exit discharge
- c) Location of any required fire extinguishers
- d) Location of emergency lighting
- e) Location of exit signs
- f) NFPA 101 code summary

N/A [ ] Elevators shall be sized to fit an 80" x 24" stretcher.

For questions on Fire Department requirements call the Fire Prevention Officer at (207) 874-8405.

Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.

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.

Permit Fee: $25.00 for the first $1000.00 construction cost, $15.00 per additional $1000.00 cost

This is not a Permit; you may not commence any work until the Permit is issued.

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Residential Additions/Alterations Permit Application & Checklist

All of the following information is required and must be submitted. Checking off each item as you package will ensure your package is complete and will help to expedite the permitting process.

The Maine Home Construction Contracts Act requires that any home construction or repair work for more than $3000. in materials or labor must be based on a written contract unless the parties agree to exempt themselves. A sample contract is available on the City's website at www.portlandmaine.gov, in the Inspection Office, Room 315 of Portland City Hall or call (207)874-8703 to have one mailed to you.

One (1) complete set of construction drawings must include:

- [X] Cross sections w/framing details
- [X] Floor plans and elevations existing & proposed
- [X] Detail removal of all partitions & any new structural beams
- [X] Detail any new walls or permanent partitions
- [X] Stair details including dimensions of: rise/run, head room, guards/handrails, baluster spacing
- [X] Window and door schedules
- [NA] Foundation plans w/required drainage and damp proofing (if applicable)
- [X] Detail egress requirements and fire separation/sound transmission ratings (if applicable)
- [NA] Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IEEC 2009
- [NA] Deck construction including: pier layout, framing, fastenings, guards, stair dimensions
- [X] Electronic files in pdf format are also required
- [X] Proof of ownership is required if it is inconsistent with the assessor's records

Separate permits are required for internal & external plumbing, HVAC, and electrical installations.
If there are any additions to the footprint or volume of the structure, any new or rebuilt structures or, accessory detached structures a plot plan is required. A plot must include:

NONE

- [ ] The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines. Structures include decks, porches; bow windows, cantilever sections and roof overhangs, sheds, pools, garages and any other accessory structures must be shown with dimensions if not to scale.
- [ ] Location and dimensions of parking areas and driveways
- [ ] A change of use may require a site plan exemption application to be filed.

Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.
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, visit us on-line at www.portlandmaine.gov, stop by the Permitting and Inspections Office, room 315 City Hall or call 874-8703.

Permit Fee: $25.00 for the first $1000.00 construction cost, $15.00 per additional $1000.00 cost
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