General Building Permit Application

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 03/07/16

If you or the property owner owes real estate or personal property taxes or user charges on any within the City, payment arrangements must be made before permits of any kind are accepted.

Address/Location of Construction: 104 Willis St. Great Diamond Island, Portland, ME

Total Square Footage of Proposed Structure: 1412

Tax Assessor's Chart, Block & Lot
Chart# 083B Block# G014001 Lot# 196

Applicant Name: Tammy Caprio
Address 9 Carlena Ter
City, State & Zip Woburn, MA 01801
Telephone: 781 933-5507
Email: salrn52@aol.com

Lessee/Owner Name (if different than applicant): Willis LLC.
Address: 9 Carlena Ter
City, State & Zip: Woburn, MA 01801
Telephone 781 933-5507
E-mail: salrn52@aol.com

Contractor Name: McAleney & Co. INC (if different from Applicant)
Address: 9 Washington Ave.
City, State & Zip: Scarborough,ME 04074
Telephone 207 767-5457
E-mail:

Cost Of Work: $ 4800
C of O Fee: $
Historic Rev $
Total Fees : $ 4800

Current use (i.e. single family) Single Family
If vacant, what was the previous use?
Proposed Specific use: Returning lot to land.
Is property part of a subdivision? No If yes, please name
Project description:

Removal of seasonal cottage. Cottage is in shore land zone, no tree or brush removal. Goal is to return property to land, only. and not rebuild. There is not a basement, just piers, so no filling in or removal of any soil. Goal completion by 3/11/2016.

Who should we contact when the permit is ready: Sheri Lanni / Tammy Caprio C/O Willis LLC

Address: 9 Carlena Ter

City, State & Zip: Woburn, MA 01801

E-mail Address: salrn52@aol.com

Telephone: 781 933-5507

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

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: Tammy Caprio, Sheri Lanni **Date:** 2/18/2016

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

Demolition Call List & Requirements

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Site Address: 104 Willis St. GDI, Portland,

Owner: Willis LLC (Sheri Lanni + T

Structure Type: Seasonal Cottage

Contractor: Ed McAleney (McAleney & (

Utility Approvals	Number	Contact Name/Date
Central Maine Power	1-800-750-4000	Bill call cnt Augusta 2-9-16
Unitil	1-207-541-2533	Meghan 2-9-16
Portland Water District	761-8310	Brianna 2-9-16
Dig Safe	1-888-344-7233	Kim 2-9-16

After calling Dig Safe, you must wait 72 business hours before digging can begin.

DPW/ Traffic Division	874-8891	Jermiah Bartlett 2-9-16
DPW/ Sealed Drain Permit	874-8822	Carol Merit 2-9-16
Historic Preservation	874-8726	Deb Andrews 2-9-16
DEP – Environmental (Augusta)	287-2651	Sandy Moody 2-10-16

Additional Requirements (same as checklist on front)

1) Written notice to adjoining owners
2) A photo of the structure(s) to be demolished
3) A plot plan or site plan of the property
4) Certification from an asbestos abatement company
5) Electronic files in pdf format are also required in addition to hard copy

Permit Fee: $25.00 for the first $1000.00 construction cost, $11.00 per additional $1000.00 cost

All construction and demolition debris generated in Portland must be delivered to Riverside Recycling Facility at 910 Riverside Street. Source separated salvage materials placed in specifically designated containers are exempt from this provision. For more information call @ 874-8467.

U.S. EPA Region 1 – No Phone call required. Just mail copy of State notification to:

Demo / Reno Clerk
US EPA Region I (SEA)
JFK Federal Building
Boston, MA 02203

I have contacted all of the necessary companies/departments as indicated above and attached all required documentation.

Signed: Tammy Caprio, Sheri Lanni **Date:** 2/18/2016

For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov

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

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Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Direc
Inspections Division

Demolition of a Structure
Permit Application Checklist

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 application must include:

- [4] Completion of the Demolition Call List
- [4] Written notice to adjoining owners (copy of each)
- [4] A photo(s) of the structure to be demolished
- [4] A plot plan or site plan of the property
- [ ] Certification from an asbestos abatement company (if required)
- [4] Electronic files in PDF format are also required (separate PDFs-per document-and named appropriately)

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

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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:

4 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),

4 call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone,

4 hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall,

4 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: Tammy Caprio Date: 2/18/2016

I have provided digital copies and sent them on: 2/18/2016 Date: 2/18/2016

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