



Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

Residential Additions/Alterations 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.

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:

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

- N/A
- 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 Building Inspections office, room 315 City Hall or call 874-8703.

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

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



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: 4 Adams Street, Peaks Island, Maine 04108		
Total Square Footage of Proposed Structure:		1,858
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 084 M007001	Applicant Name: Danielle Mulhern Address 98 Island Avenue City, State & Zip Peaks Island, ME 04108	Telephone: 207-766-2508 Email: dmulkern@lpamarine.com
Lessee/Owner Name : Matthew Mulhern (if different than applicant) Address: 20 Willow Street City, State & Zip: Peaks Island, ME 04108 Telephone 207-766-2508 E-mail: dmulkern@lpamarine.com	Contractor Name: Travis Berube (if different from Applicant) Address: 67 Boothby Avenue City, State & Zip: S. Portland, ME 04 Telephone 207-939-6572 E-mail: tberube@maine.rr.com	Cost Of Work: \$ NO CHANGE IN COST OF WORK C of O Fee: \$ _____ Historic Rev \$ _____ Total Fees : \$ _____
Current use (i.e. single family) <u>Single Family Home (Currently Under Construction)</u>		
If vacant, what was the previous use? <u>N/A</u>		
Proposed Specific use: <u>Single Family Home with Sprinklers</u>		
Is property part of a subdivision? <u>NO</u> If yes, please name <u>N/A</u>		
Project description: <u>Amendment to permit #2014-02164. Interior floor plans Only. No change to structural. Stamped and revised plans attached.</u>		
Who should we contact when the permit is ready: Danielle Mulhern - Lionel Plante Associates		
Address: 98 Island Avenue		
City, State & Zip: Peaks Island, ME 04108		
E-mail Address: dmulkern@lpamarine.com		
Telephone: 207-766-2508		

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 <http://www.portlandmaine.gov/754/Applications-Fees> 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: Danielle M. Mulhern Date: 12/3/14

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