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

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 08/29/17

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

One- and Two-Family Addition/Alteration Checklist

(Including shed, deck, accessory structure, pool, change of use and amendment)

All applications shall include the following (please check and submit all required items):

- [x] **One- and Two-Family Additions/Alterations Checklist** (this form)
- [x] **General Building Permit Application** completed
- [x] **A plot plan** showing the shape and dimensions of the lot, shapes and dimensions of all existing and proposed structures including distance from property lines, location and dimension of all parking areas and driveways (required for any additions to the footprint or volume of the structure, any new or rebuilt structures or accessory detached structures)
- [x] **Proof of Ownership** (e.g. deed, purchase and sale agreement) if the property was purchased within the past six months

Applications for pools shall also include the following:

- [ ] **A complete set of plans** with structural details, dimensions and a cross section showing the slope and depth ratios (for in-ground pools)
- [ ] **Design specifications** from the manufacturer (for above ground pools)
- [ ] **Details of required barrier protection** including the design of fencing, gates, latches, ladders or audible alarms (if applicable), and showing the location and construction detail for all features. This information can often be obtained from the manufacturer.

Applications for sheds for storage only and 200 square feet or less shall also include the following:

The length, width and height of the structure as described in:

- [ ] A copy of the brochure from the manufacturer; or
- [ ] A picture or sketch/plan of the proposed shed/structure

Applications for additions, alterations and detached accessory structures shall also include the following information per the IRC 2009 *(As each project has varying degrees of complexity and scope of work for repairs, alterations and renovations, some information may not be applicable. Please check and submit only those items that are applicable to the proposed project.)*:

- [ ] Floor plans with dimensions - existing and proposed
- [ ] Elevations with dimensions – existing and proposed
- [ ] Foundation plan with footing/pier (sonotube) size and location
- [ ] Cross sections with framing material (foundation anchor size/spacing, rebar, drainage, damp proofing, floors, walls, beams, ceilings, rafters etc.)
- [ ] Detail new wall/floor/ceiling partitions including listed fire rated assemblies and continuity
- [ ] Window and door schedules including dimensions, and fire rating
- [ ] Stair details, including dimensions of rise/run, head room, guards/handrails, and baluster spacing
- [ ] Insulation (R-factors) of walls, ceilings and floors and the heat loss (U-factors) of windows
- [ ] Indicate location of egress windows and smoke/carbon monoxide detection
- [x] Deck construction including pier layout, framing, fastenings, guards, handrails, and stair dimensions

Separate permits are required for internal & external plumbing, electrical installations, heating, ventilating and air conditioning (HVAC) systems and appliances.

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

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 08/29/17

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

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: 6.21.17

I have provided electronic copies and sent them on: Date: 6.21.17

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.