

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)

Applications shall be submitted online via the Citizen Self Service portal. Refer to the attached documents for complete instructions. The following items shall be submitted (please check and submit all items):

- One- and Two-Family Additions/Alterations Checklist** (this form)
- A plot plan** drawn to scale, 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)
- 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.):*

NOTE: All plan shall be drawn to a measurable scale (e.g., 1/4 inch = 1 foot) and include dimensions.

- 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
- 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.



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**FAST TRACK ELIGIBLE PROJECTS
SCHEDULE C**

(Please note: The appropriate Submission Checklist and General Building Permit Application must be submitted with any Fast Track application.)

Type of Work:

- One/two family garage, addition, or dormer with plans stamped by a licensed architect or engineer
- Home occupation other than day care
- Commercial sign or awning
- Commercial exterior propane tank
- Retaining walls higher than 4 feet with stamped plans by a structural engineer
- Site work only (with approved site plan or does not trigger site plan review)

Zone: IR-2

- Shoreland zone? Yes No
- Stream protection zone? Yes No
- Historic district? Yes No
- Flood zone (if known)? Yes No

This information may be found on the city's online map portal at
<http://click.portlandmaine.gov/gisportal/>

1. Setbacks to project:	Proposed Project	Ordinance Requirement
a. Front	41'	25'
b. Rear	120'	25'
c. Left side	50'	20'
d. Right side	N/A	20'
e. Side street	_____	_____
f. Other structures (for pools only)	_____	_____
2. Lot coverage or impervious surface coverage (total after project):	N/A	_____
3. Landscaped open space (R-6 zone only):	_____	_____
4. Height of structure:	N/A	_____

I certify that (all of the following must be initialed for this application to be accepted):

- I am the owner or authorized owner's agent of the property listed below. Initials
CW
- I assume responsibility for compliance with all applicable codes, bylaws, rules and regulations. CW
- I assume responsibility for scheduling inspections of the work as required, and agree that the inspector may require modifications to the work completed if it does not meet applicable codes. CW

Project Address: 130 Central Ave - Peaks Island, ME 04108

Print Name: Claudine Weatherford

Date: 06/18/2018

This is a legal document and your electronic initials are considered a legal signature per Maine state law.

Note: The following activities under this schedule may require Site Plan review by the Planning & Urban Development Department:

- Commercial footprint additions, including concrete or other impervious pads
- Residential or commercial retaining walls
- Site work located in the shoreland zone or site work, such as grading, filling or clearing which requires Site Plan Review.

For more information, please contact planning@portlandmaine.gov or (207)874-8719.