



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

**FAST TRACK ELIGIBLE PROJECTS  
 SCHEDULE A**

**Type of Work:**

- One/two family swimming pool, spa, or hot tub.
- One/two family first floor deck, stair, or porch.
- One/two family detached one-story accessory structure less than 600 sq. ft. without habitable space.
- Fences over 6 feet in height (residential or commercial).

Zone: IB

- 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:

- a. Front
- b. Rear
- c. Left side
- d. Right side
- e. Side street
- f. Other structures (for pools only)

Proposed Project	Ordinance Requirement
3.6'	.14'
54'	10'
54.5'	10'
47'	10'
(same as	left side)
2055	5361
14'	35'

- 2. Lot coverage or impervious surface coverage (total after project):
- 3. Landscaped open space (R-6 zone only):
- 4. Height of structure:
- 5. For fences only:
  - a. Distance from fence to street line
  - b. Height of fence within 25 feet of street line
  - c. Height of fence more than 25 feet from street line

*I certify that:*

- I have sufficient right, title and interest in the property. x \_\_\_\_\_
- The zoning use has not been reviewed and may be found to be unlawful. x \_\_\_\_\_
- I will schedule my inspections, and the inspector may require changes to my structure if it does not meet local ordinances and state regulations. x \_\_\_\_\_

Project Address: 107 Island Ave., Peaks Island, ME 04108

Print Name: Morten Asbjornsen Date: 12-18-16



## Department of Permitting and Inspections

### 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 that 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 selections below.

1. Once the complete application package has been received by us, and entered into the system
2. You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the process.
3. You then have the following four (4) payment options:

- provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment
- call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone
- hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall
- deliver a payment method through the U.S. Postal Service, at the following address:

**City of Portland  
Department of Permitting and Inspections  
389 Congress Street, Room 315  
Portland, Maine 04101**

By signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via e-mail. **No work shall be started until I have received my permit.**

Applicant Signature: \_\_\_\_\_

Date: 12-18-16

I have provided digital copies and sent them on: \_\_\_\_\_

Date: \_\_\_\_\_

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



# 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.

<b>Address/Location of Construction:</b> 107 Island Ave., Peaks Island, Me, 04108		
<b>Total Square Footage of Proposed Structure:</b>		2055 s.f
<b>Tax Assessor's Chart, Block &amp; Lot</b> Chart#      Block#      Lot# 87-HH-37	<b>Applicant Name:</b> Morten Asbjornsen, 107 Island Ave., Peaks Island, ME 04108	Telephone: 207.650.9409; Email: morten@asbjornsen.com
<b>Lessee/Owner Name:</b> (if different than applicant) Address:  City, State & Zip:  Telephone  E-mail:	<b>Contractor Name:</b> (if different from Applicant) Address:  City, State & Zip:  Telephone  E-mail:	Cost of Work: \$ <b>\$ 20,000</b> C of O Fee: \$ _____ Historic Rev \$ _____ Total Fees: \$ _____
<b>Current Use</b> (i.e. single family) <u>Single family</u>		
<b>If vacant, what was the previous use?</b> _____		
<b>Proposed Specific use:</b> <u>no change</u>		
Is property part of a subdivision? If yes, please Name _____		
<b>Project description:</b> Remove existing entrance stairs, add new porch and stairs		
<b>Who should we contact when the permit is ready:</b> Rachel Conly and Harvey Johnson		
Address: 26 Sterling St.		
City, State & Zip: Peaks Island, ME 04108		
E-mail Address: rachel@rachelconlydesign.com; harvey@rachelconlydesign.com		
Telephone: 207.766.5625		

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 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 Department of Permitting and Inspections on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), or stop by the 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:  Date: 12-18-16

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