A CD or PDF of the entire application, including all plans, must be submitted with the application. (e-mail to buildinginspections@portlandmaine.gov)

Inspections Division
Date: 10/28/16

General Submittal Requirements – Level I Minor Residential			
Applicant Checklist	***Planner Checklist (internal)***	***Number of Copies***	***Submittal Requirement***
✓		2	*Completed application form and check list.*
		1	*Application fees.*
		2	*Evidence of right, title and interest.*
N/A		2	*Copies of required state and/or federal permits.*
N/A		2	*Written Description of existing and proposed easements or other burdens.*
N/A		2	*Written requests for waivers from individual site plan and/or technical standards.*
		2	*Written summary of fire safety (referencing NFPA fire code and Section 3 of the City of Portland Technical Manual). Refer to Fire Department Checklist on page 6 of this application.*

Site Plans and Boundary Survey Requirements – Level I Minor Residential			
Applicant Checklist	**Planner Checklist (internal)**	**Number of Copies**	**Submittal Requirement**
✓		3	Boundary survey meeting the requirements of section 13 of the City of Portland Technical Manual with the site plan information listed below shown on the plan, including a north arrow and a scale greater than or equal to 1"=20'. (Photocopies of the plat or hand drawn building footprints will not be accepted.)
✓ / / N/A		▪	*Zoning district, setbacks and dimensional requirements. Show zone lines and overlay zones that apply to the property, including Shoreland Zone &/or Stream Protection Zone.*
✓		▪	*Existing and proposed structures (including location of proposed piers, docks or wharves if in Shoreland Zone).*
✓		▪	*Location and dimension of existing and proposed paved areas.*
✓		▪	*Proposed ground floor area of building.*
✓		▪	*Finish floor elevation (FEE) or sill elevation.*
✓		▪	*Exterior building elevations (show all 4 sides).*
✓		▪	*Existing and proposed utilities (or septic system, where applicable)*
✓		▪	*Existing and proposed grading and contours.*
✓		▪	*Proposed stormwater management and erosion controls.*
✓		▪	*Total area and limits of proposed land disturbance.*
N/A		▪	*Proposed protections to or alterations of watercourses.*
N/A		▪	*Proposed wetland protections or impacts.*
✓		▪	*Existing vegetation to be preserved and proposed site landscaping and street trees (2 trees per unit for a single or two-family house).*