

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT

This is to certify that LEW J& HAGES

Located At 660 SEASHORE

Job ID: 2011-03-572-ALTR

CBL: 089 - - E - 023 - 001 - - - -

has permission to Add Shower to Master Bath, add new wall

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

03/22/2011

Fire Prevention Officer

Code Enforcement Officer / Plan Reviewer

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY.
PENALTY FOR REMOVING THIS CAR**

PERMIT ISSUED

MAR 22 2011

City of Portland

City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, FAX: (207) 8716

Job No: 2011-03-572-ALTR	Date Applied: 3/10/2011	CBL: 089 - - E - 023 - 001 - - - - -	
Location of Construction: 660 SEASHORE AVE, PEAKS ISLAND	Owner Name: LEW J HAGES	Owner Address: 215 AUTUMN WIND WAY ROCKVILLE, MD - MARYLAND 20850	Phone:
Business Name:	Contractor Name: BUNTON, WILLIAM E	Contractor Address: 87 MIDDLE RD, CUMBERLAND CTR, MAINE 04021	Phone: 653-7650
Lessee/Buyer's Name:	Phone:	Permit Type: BLDG - Building	Zone: IR-1
Past Use: Single Family Dwelling	Proposed Use: Same: Single Family Dwelling - To make interior renovations enlarging a bathroom	Cost of Work: 13,000.00	CEO District:
		Fire Dept: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A	Inspection: Use Group: Type:
		Signature:	Signature:
Proposed Project Description: 660 Seashore St, PI: Interior renovations		Pedestrian Activities District (P.A.D.)	

Permit Taken By: Lannie	Zoning Approval		
1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building Permits do not include plumbing, septic or electrical work. 3. Building permits are void if work is not started within six (6) months of the date of issuance. False informatin may invalidate a building permit and stop all work.	Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetlands <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan _ Maj _ Min _ MM Date: <i>ok with conditions 3/15/11</i>	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	Historic Preservation <input checked="" type="checkbox"/> Not in Dist or Landmark <input type="checkbox"/> Does not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: <i>[Signature]</i>
	CERTIFICATION		

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the appication is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

PERMIT ISSUED

SIGNATURE OF APPLICANT	ADDRESS	DATE: MAR 22 2011	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHON

City of Portland

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: buildinginspections@portlandmaine.gov

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
 - **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
 - **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**
1. Close-In (Electrical, Framing, Plumbing)
 2. Final Inspection

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.

PERMIT ISSUED

MAR 22 2011

City of Portland

R305.1.1 Basements. Portions of *basements* that do not contain *habitable space*, hallways, bathrooms, toilet rooms and laundry rooms shall have a ceiling height of not less than 6 feet 8 inches (2032 mm).

Exception: Beams, girders, ducts or other obstructions may project to within 6 feet 4 inches (1931 mm) of the finished floor.

**SECTION R306
SANITATION**

R306.1 Toilet facilities. Every *dwelling* unit shall be provided with a water closet, lavatory, and a bathtub or shower.

R306.2 Kitchen. Each *dwelling* unit shall be provided with a kitchen area and every kitchen area shall be provided with a sink.

R306.3 Sewage disposal. All plumbing fixtures shall be connected to a sanitary sewer or to an *approved* private sewage disposal system.

R306.4 Water supply to fixtures. All plumbing fixtures shall be connected to an *approved* water supply. Kitchen sinks, lavatories, bathtubs, showers, bidets, laundry tubs and washing machine outlets shall be provided with hot and cold water.

**SECTION R307
TOILET, BATH AND SHOWER SPACES**

R307.1 Space required. Fixtures shall be spaced in accordance with Figure R307.1, and in accordance with the requirements of Section P2705.1.

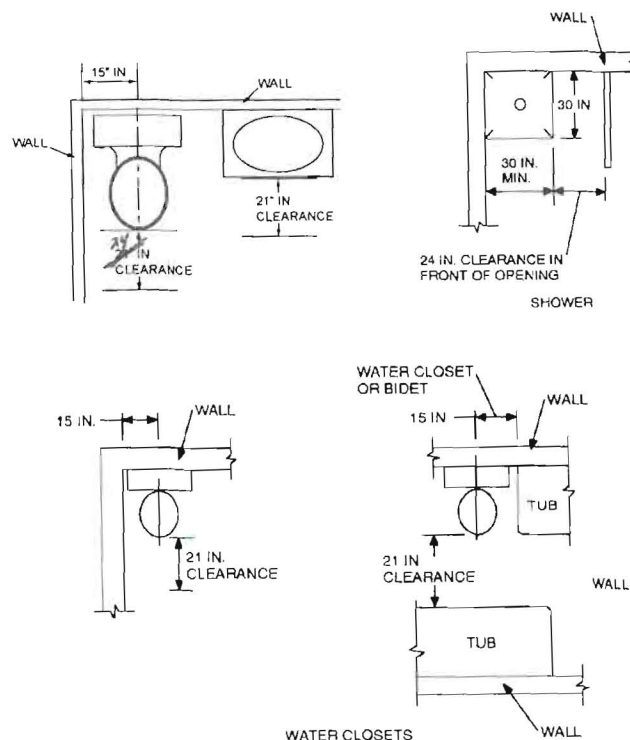
R307.2 Bathtub and shower spaces. Bathtub and shower floors and walls above bathtubs with installed shower heads and in shower compartments shall be finished with a nonabsorbent surface. Such wall surfaces shall extend to a height of not less than 6 feet (1829 mm) above the floor.

**SECTION R308
GLAZING**

R308.1 Identification. Except as indicated in Section R308.1.1 each pane of glazing installed in hazardous locations as defined in Section R308.4 shall be provided with a manufacturer's designation specifying who applied the designation, designating the type of glass and the safety glazing standard with which it complies, which is visible in the final installation. The designation shall be acid etched, sandblasted, ceramic-fired, laser etched, embossed, or be of a type which once applied cannot be removed without being destroyed. A *label* shall be permitted in lieu of the manufacturer's designation.

Exceptions:

1. For other than tempered glass, manufacturer's designations are not required provided the *building official*



For SI: 1 inch = 25.4 mm.

**FIGURE R307.1
MINIMUM FIXTURE CLEARANCES**



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Director of Planning and Urban Development
Penny St. Louis

Job ID: 2011-03-572-ALTR

Located At: 660 SEASHORE

CBL: 089 - - E - 023 - 001 - - - -

Conditions of Approval:

Zoning

1. This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
2. This is NOT an approval for an additional dwelling unit. You SHALL NOT add any additional kitchen equipment including, but not limited to items such as stoves, microwaves, refrigerators, or kitchen sinks, etc. without special approvals.
3. This property shall remain a single family dwelling. Any change of use shall require a separate permit application for review and approval.

Building

1. Separate permits are required for any electrical, plumbing, sprinkler, fire alarm HVAC systems, heating appliances, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.
2. Clearances for water closet: lavatories and shower spaces must comply with both the IRC, 2009 and the plumbing code, see attached figure R307.1.
3. Mechanical or natural ventilation required in the bathroom.
4. A photoelectric Carbon Monoxide (CO) detector shall be installed in each area within or giving access to bedrooms. That detection must be powered by the electrical service in the building and battery.
5. Hardwired photoelectric interconnected battery backup smoke detectors shall be installed in all bedrooms, protecting the bedrooms, and on every level.

located within 10 feet (3048 mm) of an intake opening, such opening shall be located a minimum of 2 feet (610 mm) below the contaminant source.

For the purpose of this section, the exhaust from *dwelling* unit toilet rooms, bathrooms and kitchens shall not be considered as hazardous or noxious.

R303.4.2 Exhaust openings. Exhaust air shall not be directed onto walkways.

R303.5 Outside opening protection. Air exhaust and intake openings that terminate outdoors shall be protected with corrosion-resistant screens, louvers or grilles having a minimum opening size of 1/4 inch (6 mm) and a maximum opening size of 1/2 inch (13 mm), in any dimension. Openings shall be protected against local weather conditions. Outdoor air exhaust and intake openings shall meet the provisions for *exterior wall* opening protectives in accordance with this code.

R303.6 Stairway illumination. All interior and exterior stairways shall be provided with a means to illuminate the stairs, including the landings and treads. Interior stairways shall be provided with an artificial light source located in the immediate vicinity of each landing of the stairway. For interior stairs the artificial light sources shall be capable of illuminating treads and landings to levels not less than 1 foot-candle (11 lux) measured at the center of treads and landings. Exterior stairways shall be provided with an artificial light source located in the immediate vicinity of the top landing of the stairway. Exterior stairways providing access to a *basement* from the outside *grade* level shall be provided with an artificial light source located in the immediate vicinity of the bottom landing of the stairway.

Exception: An artificial light source is not required at the top and bottom landing, provided an artificial light source is located directly over each stairway section.

R303.6.1 Light activation. Where lighting outlets are installed in interior stairways, there shall be a wall switch at each floor level to control the lighting outlet where the stairway has six or more risers. The illumination of exterior stairways shall be controlled from inside the *dwelling* unit.

Exception: Lights that are continuously illuminated or automatically controlled.

R303.7 Required glazed openings. Required glazed openings shall open directly onto a street or public alley, or a *yard* or court located on the same *lot* as the building.

Exceptions:

1. Required glazed openings may face into a roofed porch where the porch abuts a street, *yard* or court and the longer side of the porch is at least 65 percent unobstructed and the ceiling height is not less than 7 feet (2134 mm).
2. Eave projections shall not be considered as obstructing the clear open space of a *yard* or court.
3. Required glazed openings may face into the area under a deck, balcony, bay or floor cantilever provided a clear vertical space at least 36 inches (914 mm) in height is provided.

R303.7.1 Sunroom additions. Required glazed openings shall be permitted to open into sunroom *additions* or patio covers that abut a street, *yard* or court if in excess of 40 percent of the exterior sunroom walls are open, or are enclosed only by insect screening, and the ceiling height of the sunroom is not less than 7 feet (2134 mm).

R303.8 Required heating. When the winter design temperature in Table R301.2(1) is below 60°F (16°C), every *dwelling unit* shall be provided with heating facilities capable of maintaining a minimum room temperature of 68°F (20°C) at a point 3 feet (914 mm) above the floor and 2 feet (610 mm) from exterior walls in all habitable rooms at the design temperature. The installation of one or more portable space heaters shall not be used to achieve compliance with this section.

**SECTION R304
MINIMUM ROOM AREAS**

R304.1 Minimum area. Every *dwelling* unit shall have at least one habitable room that shall have not less than 120 square feet (11 m²) of gross floor area.

R304.2 Other rooms. Other habitable rooms shall have a floor area of not less than 70 square feet (6.5 m²).

Exception: Kitchens.

R304.3 Minimum dimensions. Habitable rooms shall not be less than 7 feet (2134 mm) in any horizontal dimension.

Exception: Kitchens.

R304.4 Height effect on room area. Portions of a room with a sloping ceiling measuring less than 5 feet (1524 mm) or a furred ceiling measuring less than 7 feet (2134 mm) from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required habitable area for that room.

**SECTION R305
CEILING HEIGHT**

R305.1 Minimum height. *Habitable space*, hallways, bathrooms, toilet rooms, laundry rooms and portions of *basements* containing these spaces shall have a ceiling height of not less than 7 feet (2134 mm).

Exceptions:

1. For rooms with sloped ceilings, at least 50 percent of the required floor area of the room must have a ceiling height of at least 7 feet (2134 mm) and no portion of the required floor area may have a ceiling height of less than 5 feet (1524 mm).
2. Bathrooms shall have a minimum ceiling height of 6 feet 8 inches (2032 mm) at the center of the front clearance area for fixtures as shown in Figure R307.1. The ceiling height above fixtures shall be such that the fixture is capable of being used for its intended purpose. A shower or tub equipped with a showerhead shall have a minimum ceiling height of 6 feet 8 inches (2032 mm) above a minimum area 30 inches (762 mm) by 30 inches (762 mm) at the showerhead.

approves the use of a certificate, affidavit or other evidence confirming compliance with this code.

2. Tempered spandrel glass is permitted to be identified by the manufacturer with a removable paper designation.

R308.1.1 Identification of multiple assemblies. Multipane assemblies having individual panes not exceeding 1 square foot (0.09 m²) in exposed area shall have at least one pane in the assembly identified in accordance with Section R308.1. All other panes in the assembly shall be labeled "CPSC 16 CFR 1201" or "ANSI Z97.1" as appropriate.

R308.2 Louvered windows or жалousies. Regular, float, wired or patterned glass in жалousies and louvered windows shall be no thinner than nominal 3/16 inch (5 mm) and no longer than 48 inches (1219 mm). Exposed glass edges shall be smooth.

R308.2.1 Wired glass prohibited. Wired glass with wire exposed on longitudinal edges shall not be used in жалousies or louvered windows.

R308.3 Human impact loads. Individual glazed areas, including glass mirrors in hazardous locations such as those indicated as defined in Section R308.4, shall pass the test requirements of Section R308.3.1.

Exceptions:

1. Louvered windows and жалousies shall comply with Section R308.2.
2. Mirrors and other glass panels mounted or hung on a surface that provides a continuous backing support.
3. Glass unit masonry complying with Section R610.

R308.3.1 Impact test. Where required by other sections of the code, glazing shall be tested in accordance with CPSC

16 CFR 1201. Glazing shall comply with the test criteria for Category I or II as indicated in Table R308.3.1(1).

Exception: Glazing not in doors or enclosures for hot tubs, whirlpools, saunas, steam rooms, bathtubs and showers shall be permitted to be tested in accordance with ANSI Z97.1. Glazing shall comply with the test criteria for Class A or B as indicated in Table R308.3.1 (2).

R308.4 Hazardous locations. The following shall be considered specific hazardous locations for the purposes of glazing:

1. Glazing in all fixed and operable panels of swinging, sliding and bifold doors.

Exceptions:

1. Glazed openings of a size through which a 3-inch diameter (76 mm) sphere is unable to pass.
2. Decorative glazing.
2. Glazing in an individual fixed or operable panel adjacent to a door where the nearest vertical edge is within a 24-inch (610 mm) arc of the door in a closed position and whose bottom edge is less than 60 inches (1524 mm) above the floor or walking surface.

Exceptions:

1. Decorative glazing.
2. When there is an intervening wall or other permanent barrier between the door and the glazing.
3. Glazing in walls on the latch side of and perpendicular to the plane of the door in a closed position.

TABLE R308.3.1(1)
MINIMUM CATEGORY CLASSIFICATION OF GLAZING USING CPSC 16 CFR 1201

EXPOSED SURFACE AREA OF ONE SIDE OF ONE LITE	GLAZING IN STORM OR COMBINATION DOORS (Category Class)	GLAZING IN DOORS (Category Class)	GLAZED PANELS REGULATED BY ITEM 7 OF SECTION R308.4 (Category Class)	GLAZED PANELS REGULATED BY ITEM 6 OF SECTION R308.4 (Category Class)	GLAZING IN DOORS AND ENCLOSURES REGULATED BY ITEM 5 OF SECTION R308.4 (Category Class)	SLIDING GLASS DOORS PATIO TYPE (Category Class)
9 square feet or less	I	I	NR	I	II	II
More than 9 square feet	II	II	II	II	II	II

For SI: 1 square foot = 0.0929 m²
NR means "No Requirement."

TABLE R308.3.1(2)
MINIMUM CATEGORY CLASSIFICATION OF GLAZING USING ANSI Z97.1

EXPOSED SURFACE AREA OF ONE SIDE OF ONE LITE	GLAZED PANELS REGULATED BY ITEM 7 OF SECTION R308.4 (Category Class)	GLAZED PANELS REGULATED BY ITEM 6 OF SECTION R308.4 (Category Class)	DOORS AND ENCLOSURES REGULATED BY ITEM 5 OF SECTION R308.4 ^a (Category Class)
9 square feet or less	No requirement	B	A
More than 9 square feet	A	A	A

For SI: 1 square foot = 0.0929 m².
a. Use is permitted only by the exception to Section R308.3.1.



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.

Location/Address of Construction: <u>660 SEASHORE AVE, PEAKS ISLAND</u>		
Total Square Footage of Proposed Structure/Area <u>NO CHANGE</u>	Square Footage of Lot <u>24,096</u>	Number of Stories <u>3</u>
Tax Assessor's Chart, Block & Lot Chart# <u>89</u> Block# <u>E</u> Lot# <u>23</u>	Applicant * <u>must</u> be owner, Lessee or Buyer* Name <u>WILL WINKELMAN</u> Address <u>41 UNION WHARF, STB 4</u> City, State & Zip <u>PORTLAND, ME</u>	Telephone: <u>207-232-6831</u> <u>WILL, CELL</u>
Lessee/DBA (If Applicable)	Owner (if different from Applicant) Name <u>LEW HAGES + JERRY BOQUEL</u> Address <u>215 AUTUMN WIND WAY</u> City, State & Zip <u>ROCKVILLE, MD. 20850</u>	Cost Of Work: \$ <u>12,500</u> C of O Fee: \$ _____ Total Fee: \$ _____
Current legal use (i.e. single family) <u>X</u> Number of Residential Units _____ If vacant, what was the previous use? _____ Proposed Specific use: <u>ADDING A SHOWER TO EXIST MASTER 1/2 BATH, POOL</u> Is property part of a subdivision? <u>M</u> If yes, please name _____ Project description: <u>ADDING A SHOWER TO EXIST MASTER 1/2 BATH, AND NEW WALL, SHOWER GLASS. THE ONLY WALL ALTERED IS NOT LOAD BEARING</u>		
Contractor's name: <u>BILL BUNTON</u>		
Address: <u>87 MIDDLE RD</u>		
City, State & Zip <u>CUMBERLAND, ME 04021</u>		Telephone: <u>653-7650</u>
Who should we contact when the permit is ready: <u>BILL BUNTON</u>		Telephone: <u>653-7650</u>
Mailing address: <u>87 MIDDLE RD, CUMBERLAND, ME 04021</u>		

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

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 www.portlandmaine.gov, 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:  Date: 10 MARCH 2011

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

Job Summary Report
Job ID: 2011-03-572-ALTR

Report generated on Mar 10, 2011 1:29:14 PM

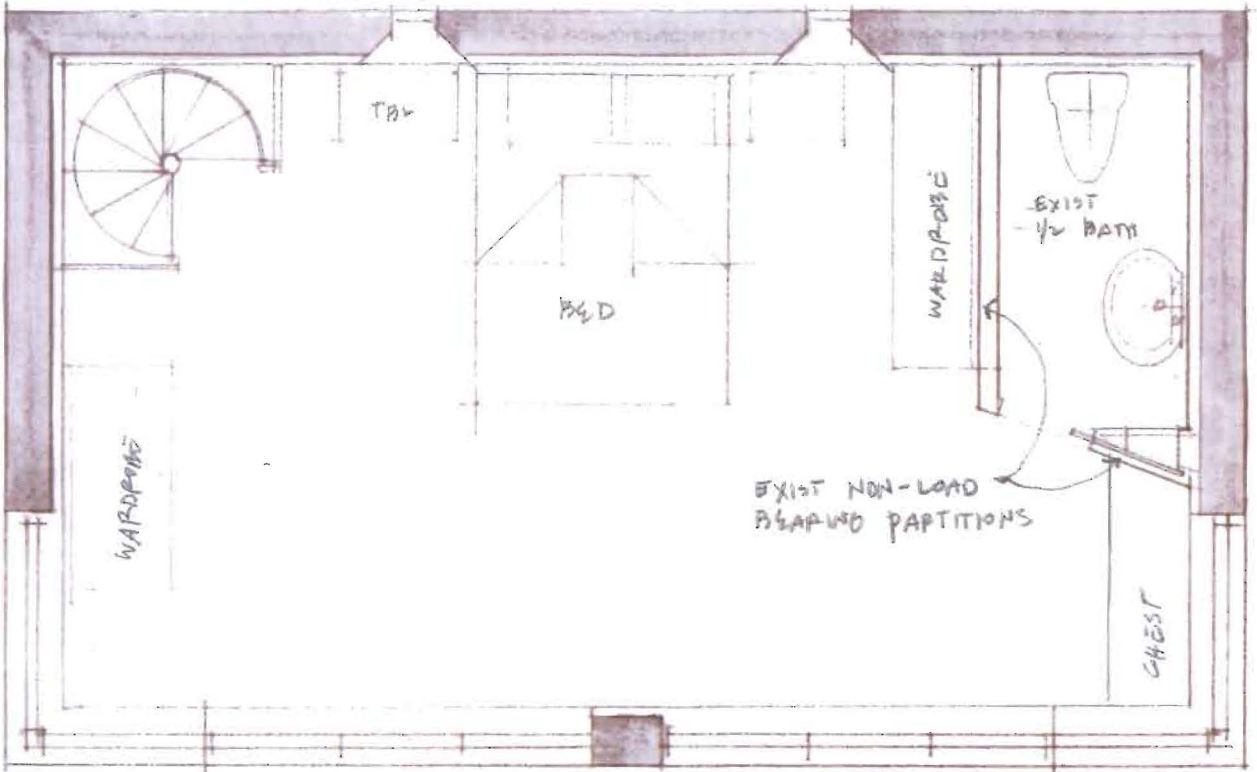
Page 2

Inspection Details

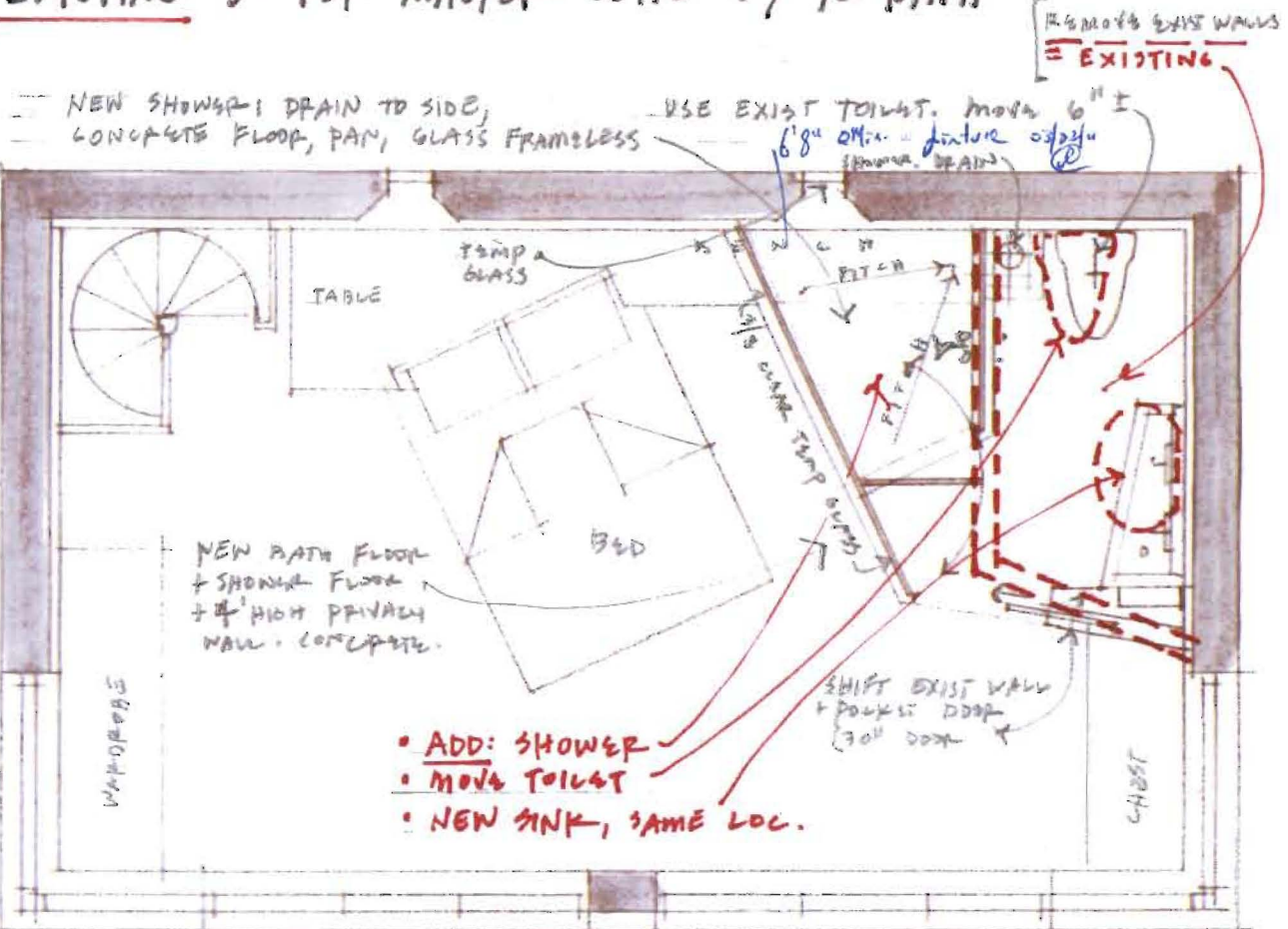
Inspection Id	Inspection Type	Inspection Result Status	Inspection Status Date	Scheduled Start Timestamp	Result Status Date	Final Inspection Flag
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Fees Details

Fee Code Description	Charge Amount	Permit Charge Adjustment	Permit Charge Adj Remark	Payment Date	Receipt Number	Payment Amount	Payment Adjustment Amount	Payment Adj Comment
Job Valuation Fees	\$150.00							



EXISTING 3rd FLR MASTER SUITE w/ 1/2 BATH



PROPOSED 3rd FLR MASTER SUITE ALTERATION: 3/4 BATH

This page contains a detailed description of the Parcel ID you selected. Press the **New Search** button at the bottom of the screen to submit a new query.

Current Owner Information:

CBL 089 E023001
Land Use Type SEASONAL
Property Location 660 SEASHORE AVE
Owner Information HAGES LEW J & GERARD BOQUEL JTS
 215 AUTUMN WIND WAY
 ROCKVILLE MD 20850
Book and Page 27589/301
Legal Description 89-E-23
 SEASHORE AVE 660 HUSSEY RD 126
 PEAKS ISLAND
 24096 SF
Acres 0.553

Current Assessed Valuation:

TAX ACCT NO.	14378	OWNER OF RECORD AS OF APRIL 2010
LAND VALUE	\$395,200.00	HAGES LEW J &
BUILDING VALUE	\$335,600.00	GERARD BOQUEL JTS
NET TAXABLE - REAL ESTATE	\$730,800.00	215 AUTUMN WIND WAY
TAX AMOUNT	\$13,095.94	ROCKVILLE MD 20850

Any information concerning tax payments should be directed to the Treasury office at 874-8490 or [e-mailed](#).

Building Information:

Card 1 of 1
Year Built 1940
Style/Structure Type CONTEMP
Stories 3
Bedrooms 2
Full Baths 1
Half Baths 1
Total Rooms 4
Attic NONE
Basement PIER/SLAB
Square Feet 2106

[View Sketch](#) [View Map](#) [View Picture](#)



Sales Information:

Sale Date	Type	Price	Book/Page
2/11/2010	LAND + BUILDING	\$850,000.00	27589/301
6/2/2000	LAND + BUILDING	\$194,500.00	15510/306
7/6/1990	LAND + BUILDING	\$0.00	9247/130





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:

- 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 2003
- Deck construction including: pier layout, framing, fastenings, guards, stair dimensions
- Reduced plans or electronic files in pdf format are also required if original plans are larger than 11" x 17"
- 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:

- 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: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost

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