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

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 09/18/17

Level I - Minor Residential Development Review

New One- and Two-Family Dwelling or an Addition That Adds a Dwelling Unit to a Residential Use

All applications for the development of a new one- or two-family dwelling requires development review by the Planning and Urban Development Department and zoning and building code review by the Permitting and Inspections Department. Reviews are conducted concurrently and all application materials shall be submitted in one package to the Permitting and Inspections Department. Please include all items listed below to ensure a timely review of the application.

Submission Checklist

All applications shall include the following:

- ☐ **New One- and Two-Family Dwelling Submission Checklist and Application** (this form)
- ☐ **Evidence of right, title and interest** (e.g. deed, purchase and sale agreement with current deed)
- ☐ **Copies of any required state and/or federal permits**
- ☐ **Written description of existing and proposed easements or other burdens**
- ☐ **Written request for waivers from individual site plan and/or technical standards**
- ☐ **ResCheck** https://www.energycodes.gov/rescheck/ certificates of compliance per the 2009 IECC
- ☐ **Boundary Survey** meeting the requirements of Section 13 of the City of Portland Technical Manual
- ☐ **Site Plan** with the information listed below shown on the plan (can be combined with Boundary Survey or submitted as a separate document). Photocopies of the plat or hand drawn building footprints will not be accepted. Please check all items, as applicable and show on the plan.
  - ☐ North arrow and graphic scale
  - ☐ Zoning district, setback and dimensional requirements. Show zone lines and overlay zones that apply to the property, including Shoreland Zone, Stream Protection Zone and/or Flood Zones. Highest Annual Tide (HAT) must be shown as located by a surveyor for the Shoreland Zone.
  - ☐ Existing and proposed structures showing distances from all property lines
  - ☐ Location and dimension of existing and proposed paved areas
  - ☐ Finish floor elevation (FFE)
  - ☐ Exterior building elevations for all four sides
  - ☐ Existing and proposed utilities (or septic system, where applicable)
  - ☐ Identification and proposed protection measures for any significant natural features as defined in Section 14-526(b) of the Land Use Code
  - ☐ Proposed protection to or alterations of watercourses
  - ☐ Proposed wetland protections or impacts
  - ☐ Natural Resources Conservation Service (NRCS) soil type
  - ☐ Existing and proposed grading and contours
  - ☐ Existing and proposed easements or public or private rights-of-way
  - ☐ Proposed storm water management and erosion controls
  - ☐ Existing vegetation to be preserved and proposed site landscaping and street trees (two trees per unit for a one- or two-family dwelling)
  - ☐ Existing and proposed curb and sidewalk for a two-family dwelling
  - ☐ Total area and limits of proposed land disturbance
  - ☐ Proposed pier, dock, wharf or slope stabilization reconstruction in Shoreland Zone, if applicable
  - ☐ Proposed ground floor area of building
  - ☐ Foundation/perimeter drain and outlet

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Additional requirements may apply for lots on unimproved streets. Contact the Planning and Urban Development Department for more information.

- [4] **A complete set of construction drawings**, including the following per the IRC 2009 (for multi-family structures with 3 or more units, refer to the New Commercial Structure and Addition Checklist and the IBC and NFPA 2009):
  - [4] Foundation plan with footing/pier size and location
  - [4] Cross sections with framing sizes and material (foundation anchor size/spacing, rebar, drainage, damp proofing, floors, walls, beams, ceilings, headers, rafters etc.)
  - [4] Floor plans, to scale, with dimensions
  - [4] Elevations, to scale, with dimensions showing height from average grade
  - [4] Detail wall/floor/ceiling partitions including listed fire rated assemblies
  - [4] Window and door schedules including egress (emergency escape), safety glazing and fire rating
  - [4] Locate egress windows and smoke/carbon monoxide detection
  - [4] Stair details, including dimensions of rise/run, head room, guards/handrails, and baluster spacing
  - [4] Insulation (R-factors) of walls, ceilings and floors and the heat loss (U-factor) of windows
  - [4] Deck construction including pier layout, framing, fastenings, anchors, guards, handrails, and stairs
  - [4] Dwelling/attached garage separation details
  - [4] Sprinkler system (in compliance with NFPA 13D), shown on plans

****Please note**: As of September 16, 2010 all new construction of one- and two-family homes are required to be sprinkled in compliance with NFPA 13D (minimum). This is required by City Code. (NFPA 101 2009 ed.)

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

Site Plan Standards for Review of Level I: Minor Residential

Level I: Minor Residential site plan applications are subject to the following site plan standards*, as contained in section 14-526 of Article V, Site Plan:

- **14-526 (a) Transportation Standards:**
  - 2.a. Site Access and Circulation (i) and (ii);
  - 2.c Sidewalks: (*if the site plan is a two- family or multi-family building only*);
  - 4.a. Location and required number of vehicle parking spaces:(i) and (iv)
- **14-526 (b) Environmental Quality Standards:**
  - 1. Preservation of significant natural features.
  - 2.a. Landscaping and landscape preservation
  - 2.b. Site landscaping (iii)
  - 3.a. Water quality, storm water management and erosion control: a., d., e., and f.
- **14-526 (c) Public Infrastructure and Community Safety Standards:**
  - 1. Consistency with Master Plan
  - 2. Public Safety and fire prevention
  - 3. Availability and adequate capacity of public utilities; a., c., d., and e.
- **14-526 (d) Site Design Standards:**
  - 5. Historic Resources
  - 9. Zoning related design standards

**Except as provided in Article III of the City Code, or to conditions imposed under Section 14-526(e) only, or to those submission requirements set forth in section 14-527 as relate solely thereto.*

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Please note: The total application fee for a New One- or Two-Family Dwelling application, payable upon receipt of invoice from the Permitting and Inspections Department, includes the site plan application fee, the site inspection fee, the building permit fee (based on the cost of work) and the Certificate of Occupancy fee. Refer to the Building Permits and Inspections Fee Schedule for current fee amounts.

Development Review – Planning and Urban Development

The City of Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14), which includes the Subdivision Ordinance (Article IV, Sections 491 - 520) and the Site Plan Ordinance (Article V, Sections 521 - 540). The Land Use Code is on the City's website: www.portlandmaine.gov. For additional information regarding development review, please contact the Planning and Urban Development Department:

Planning and Urban Development Department
Fourth Floor, City Hall
389 Congress Street
(207) 874-8721
http://portlandmaine.gov/314/Planning-Urban-Development

Zoning and Building Code Review – Permitting and Inspections

For questions regarding zoning and building code review, please refer to the Permitting and Inspections Department at http://portlandmaine.gov/1728/Permitting-Inspections, or the contact information at the bottom of this page. For a code resource, refer to the One & Two Family Review Guide.

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New One- and Two-Family Dwelling

Development Review Application

Project Address: 7 Diamond Pass, Peaks Island

Tax Assessor's CBL: 90 (Chart #) A (Block #) 1 (Lot #) Cost of Work: $ 1,071,000

Project information:

Proposed use: ⊙ One-Family ○ Two-family

Current use: Single Family Past use, if previously developed: Single Family

Area of lot (total square feet): 19,194 Square footage of proposed structure: 4,284

Garage? ○ Yes ⊙ No

If yes: ○ Attached ○ Detached

Square feet of garage: _____

Number of:

Stories: 3

Bathrooms: 4

Bedrooms: 5

Project description/scope of work (attach additional pages if needed):

Reconstruction and expansion of detached single family house. Reconstruction of garage into guest house.

Applicant Name: Sam Spirn Phone: (617) 849 - 0601

Address: 61 Chandler Street, Apt 2, Boston, MA 02116 Email: sspirn@berkshirepartners.com

Lessee/Owner Name (if different): _____ Phone: (____) _____ - _____

Address: _____ Email: _____

Contractor Name: Bunton Construction Phone: (207) 829 - 6438

Address: 87 Middle Road, Cumberland, ME 04021 Email: _____

Architect Name: Russ Tyson, Whitten Architects Phone: (207) 774 - 0111

Address: 37 Silver Street, Portland, ME 04101 Email: russ@whittenarchitects.com

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: 6/21/17

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

Review of this application will not begin until the permit payment is received. This is not a permit. Work may not commence until the permit is issued.

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Requirements for Electronic Submissions

In order to ensure a timely review of the application, please read and follow the requirements below for all electronic submissions:

- **Drawings sheets shall be submitted individually-- each PDF file shall contain no more than one drawing sheet.** Only PDF files are acceptable for plan review, and each file shall not exceed 5MB in size.

- **Drawing files shall be named based on the drawing sheet number and name.** It is recommended to include a Category/Discipline letter (such as A for Architectural), a sheet number and a descriptive title (e.g., A1 Existing Exterior Elevation).

- **Revised file submissions must use the exact same file name as originally submitted.** The Electronic Plan Review software will recognize this submission as Version 2.

- **Supporting documents shall be submitted as an individual PDF file for each document (these documents may be multi-page PDF files) and named based on the document type** (e.g., "Deed", "Stormwater Report", "Permit Application", etc.). Searchable PDF files are requested for calculations, reports and other supporting documents.

- **A graphic scale or a scale to reference shall be included on each drawing sheet.**

- **Plans prepared by a design professional shall include a Code Analysis sheet**, referencing the Maine Uniform Building and Energy Code and Portland City Code, Chapter 10 – Fire Prevention and Protection, which includes NFPA 1, Fire Code and NFPA 101, Life Safety Code. Chapter 10 of the City Code can be viewed at: http://www.portlandmaine.gov/citycode/chapter010.pdf.

- **Files shall be submitted via email to permitting@portlandmaine.gov. The email subject line shall include the project address and type of permit.** Multiple emails may be sent for one project if the files exceed the maximum file size.

- **Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.**

For further information and to access PDF versions of this and other forms, visit the Permitting and Inspections Department online at **http://portlandmaine.gov/1728/Permitting-Inspections**.

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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.