



# 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](http://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](http://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.**



# 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>101 Trefethen Ave, Peaks Island, ME</u>		
Total Square Footage of Proposed Structure/Area <u>573 SF</u>	Square Footage of Lot <u>42,739 SF</u>	Number of Stories <u>1.5 with wide walk</u>
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot#  <u>091 - F011001</u>	Applicant * <b>must</b> be owner, Lessee or Buyer* Name <u>Stephanie A. Dambrie</u> Address <u>8 Kellogg Street</u> City, State & Zip <u>Portland, ME</u>	Telephone:  <u>871-0322</u>
Lessee/DBA (If Applicable)	Owner (if different from Applicant) Name Address City, State & Zip	Cost Of Work: \$ <u>6,000.00</u> C of O Fee: \$ _____ Total Fee: \$ _____
Current legal use (i.e. single family) <u>Seasonal Single Family</u> Number of Residential Units <u>1</u> If vacant, what was the previous use? _____ Proposed Specific use: <u>Seasonal Single Family</u> Is property part of a subdivision? <u>No</u> If yes, please name _____ Project description: <u>Rebuilt (2) existing porches &amp; (1) set of stairs</u> <u>Built (1) set of new stairs</u> <u>Built (1) new section of porch to connect (2) existing porches</u>		
Contractor's name: <u>James E. Darling (husband) &amp; Christopher Peterson (nephew)*</u> Address: <u>8 Kellogg Street</u> City, State & Zip <u>Portland, ME 04101</u> Telephone: <u>*cell 632-1131</u> Who should we contact when the permit is ready: <u>Stephanie A. Dambrie</u> Telephone: <u>871-0322</u> Mailing address: <u>8 Kellogg Street, Portland, ME 04101</u>		

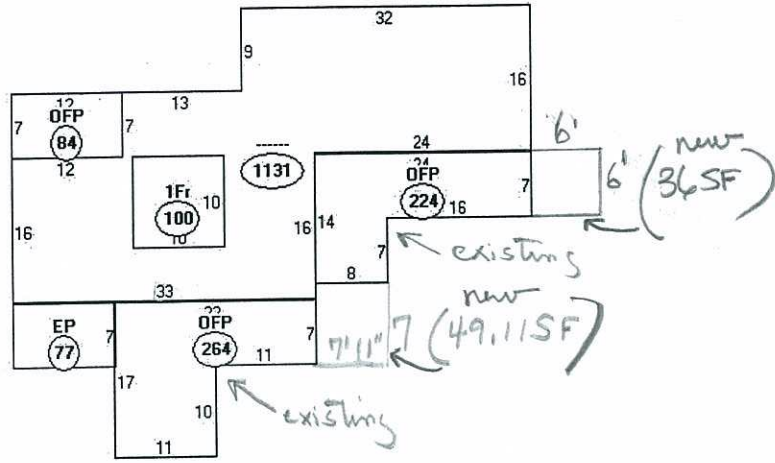
Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

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](http://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.

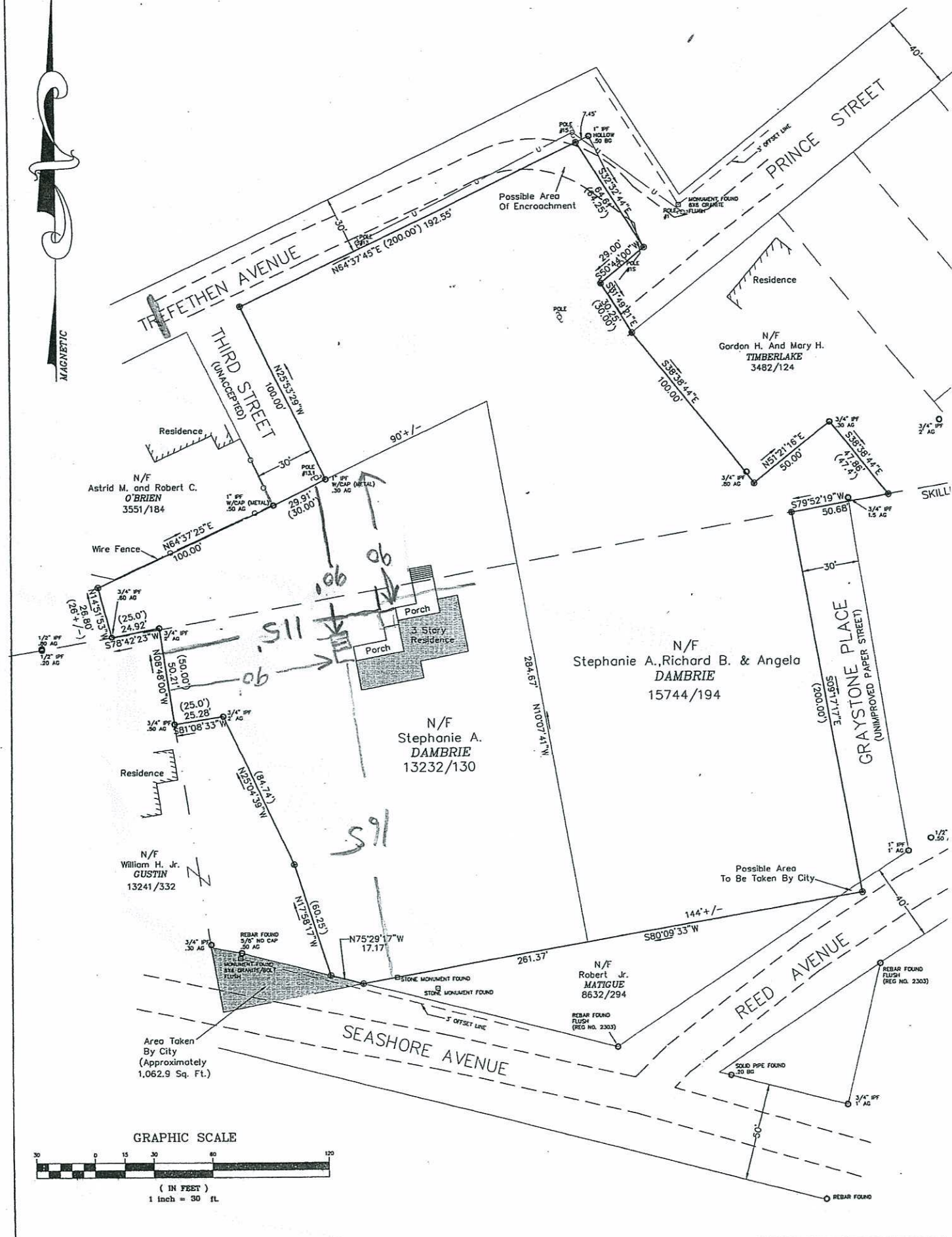
Signature: Stephanie A. Dambrie Date: 6/22/2011

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

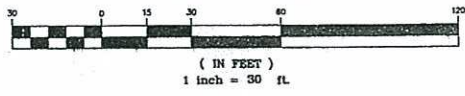


Descriptor/Area	
A:-----	1131 sqft
B: OFP	84 sqft
C: OFP	224 sqft
D: OFP	264 sqft
E: EP	77 sqft
F: 1Fr	100 sqft

# Set Backs

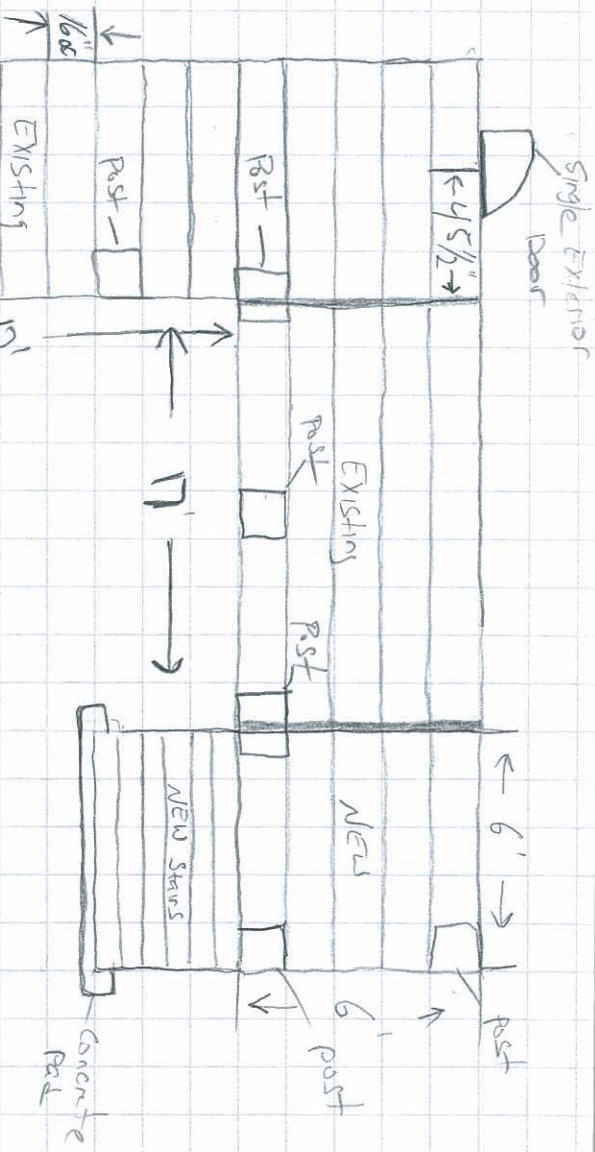
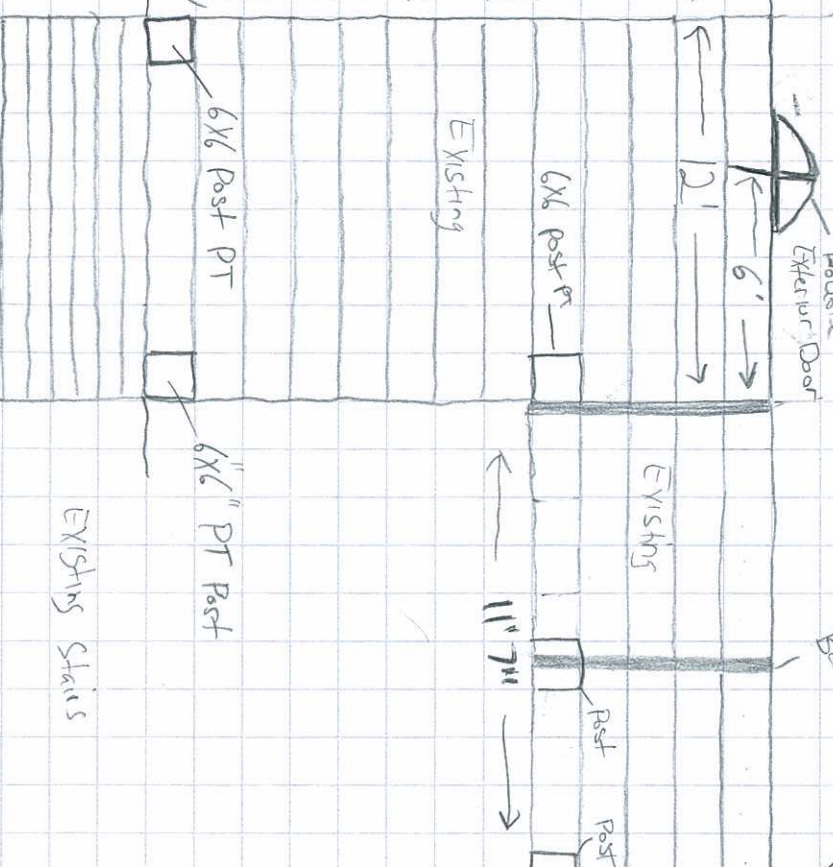


GRAPHIC SCALE



# DECK FRAME TOP VIEW

- Existing Deck frame was removed and replaced with 2x6" PT all affected with joist hangers 1/6" and fasten with 12D galvanized nails.
- Beams were made of three 2x6" PT
- New Deck additions were supported with 6x6" PT posts sitting on 24"x24" concrete pads
- Beams onto ledger approx 10" to 12" Deep
- Bottom of New stairs sit on an 18" wide x 7' long concrete pad with a 12" #6 rebar grid poured on ledger 10" to 12" thick
- New stairs have 4 stair stringers with 1 3/4" Tread and 7/4" rise
- Deck was Attached to House with 3 1/2" x 7/8" Galv. legs



- Existing Deck boards were removed and replaced with 5/4" x 6" PT Deck boards. Screws with 2 1/2" Epoxy coated Deck Screws Every 1/4" into screws
- Decking Direction

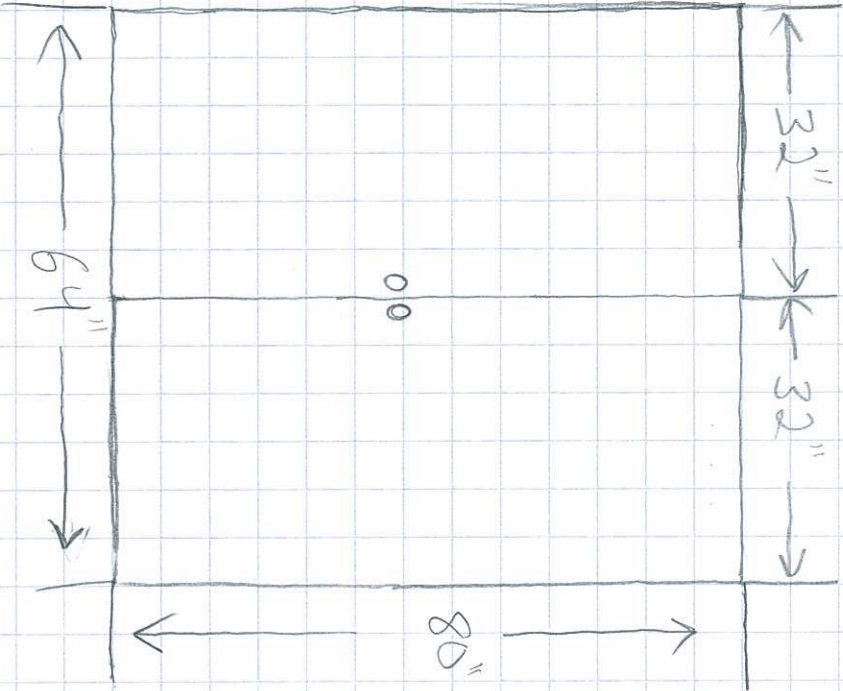


Perpendicular to Joists

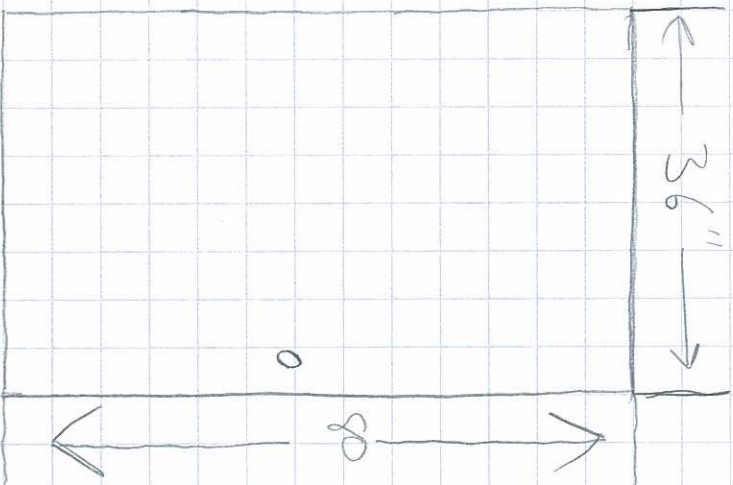
Front Door Detail

See Deck Frame Top View Sheet  
for Door Placement

1- Double Exterior  
Door



1 Exterior Door

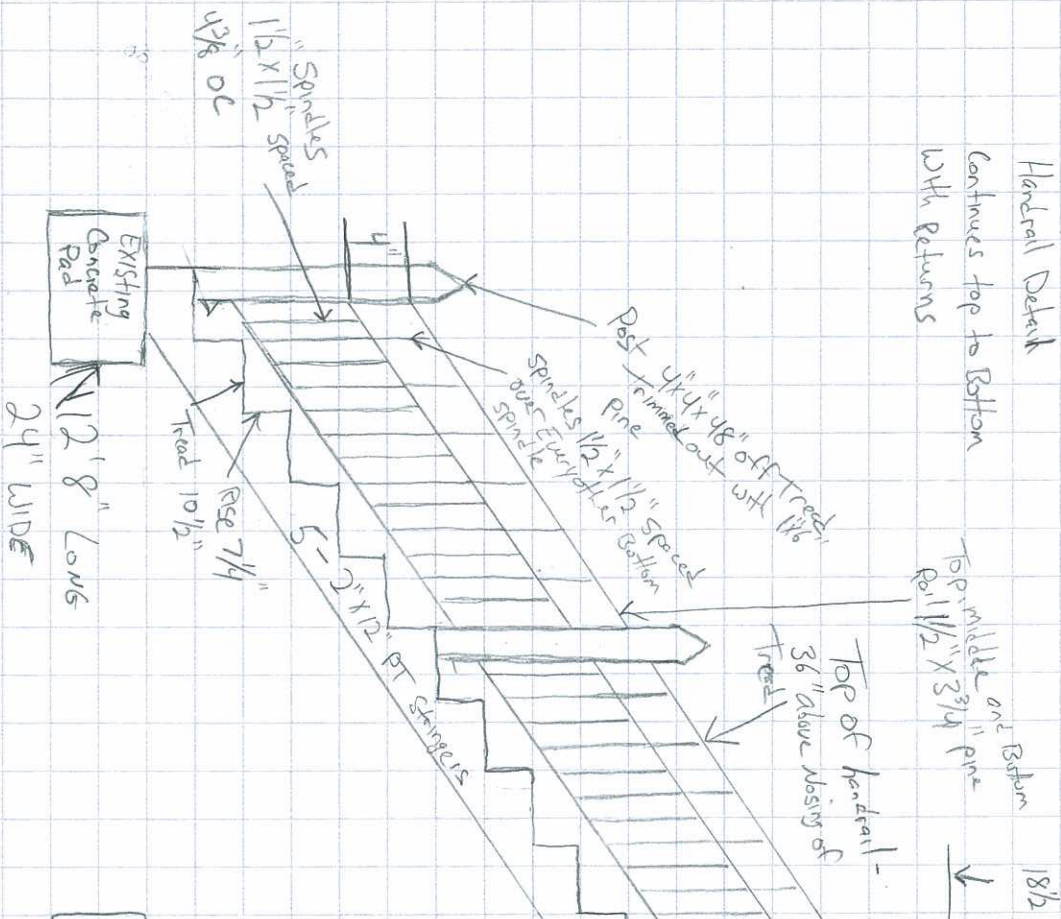
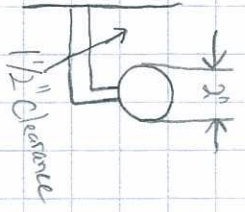


- Door openings will have to be resized to the rough opening of the new  
Doors 66" x 81" for the Double and 38" x 81" for the single door

# Existing Front Stairs

## Detail 1

All post on Deck are 4"x4" Trimmed w/ 1x6" Pine

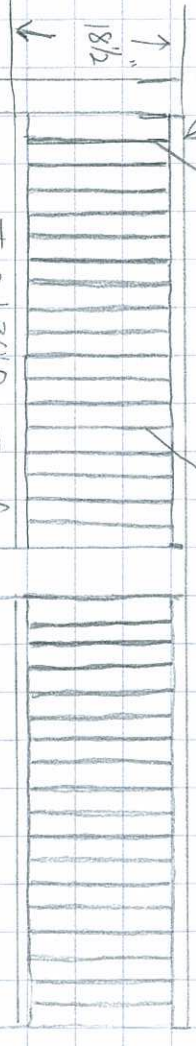


1 1/2 x 3 3/4 Pine

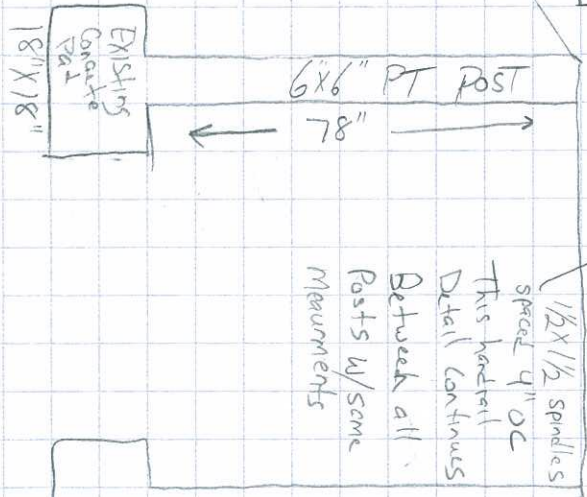
1 1/2 x 1 1/2 Spindles  
 Spaced 4 1/8 OC

This Detail continues  
 Between all posts w/ some measurements

TOP Middle and Bottom  
 Rail 1 1/2 x 3 3/4 Pine



Existing  
 4"x4" Posts  
 Trimmed w/ 1"x6" Pine



1 1/2 x 1 1/2 Spindles  
 spaced 4" OC  
 This handrail  
 Detail continues  
 Between all  
 Posts w/ some  
 Measurements

Refs to Detail 1

New Deck Addition  
Connecting Existing Decks

Front View

Refs To Detail 1

4x4 PT Post  
Trimmed w/ 1/2" pine  
48" Tall from  
Decking

6x6 PT  
Post

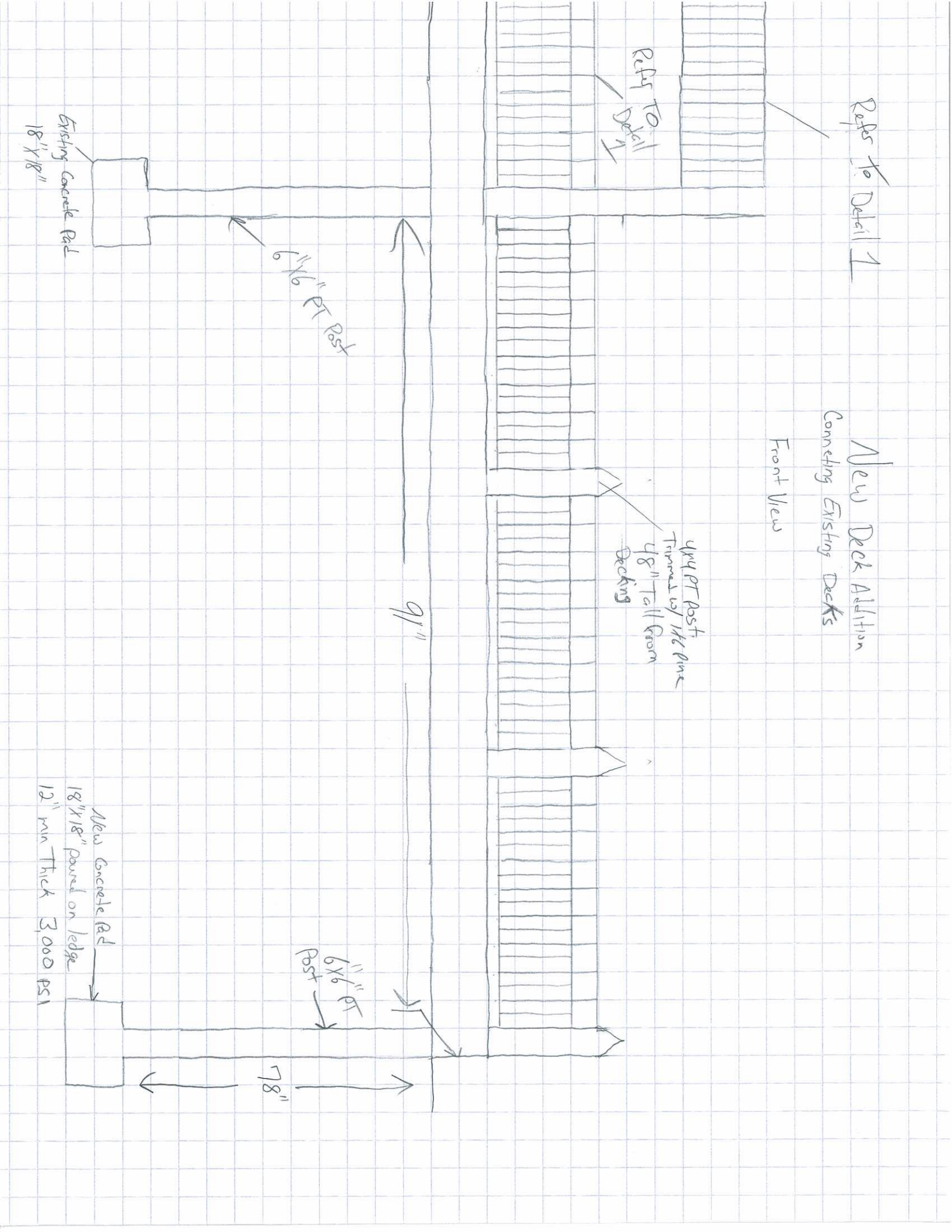
Existing Concrete Pad  
18" x 18"

New Concrete Pad  
18" x 18" poured on ledge  
12" min Thick 3,000 PSI

6x6 PT Post

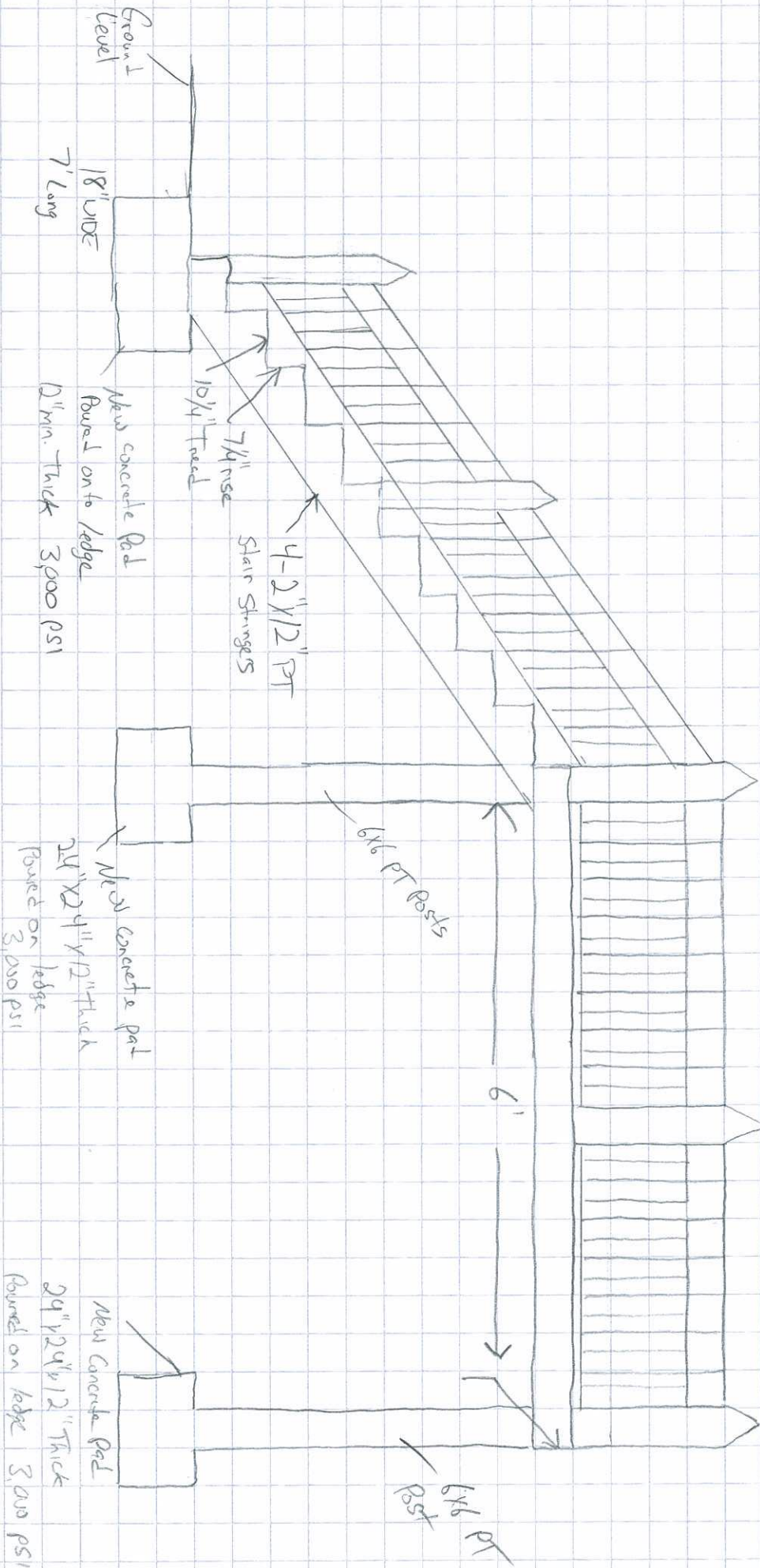
91"

78"





# New Deck Addition with New Stairs



Post and Handrail  
Match Detail 1  
Design and Spacing

New Deck Addition  
Connecting Existing Decks  
Side View

