

## PORTLAND MAINE

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Jeff Levine, AICP, Director Director of Planning and Urban Development Tammy Munson Director, Inspections Division

## 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 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 opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment

noted below	ate permit fees are <i>paid in full</i> to the Inspections Of w:	ffice, City of Portland Maine by method
	Within 24-48 hours, once my complete p paperwork has been electronically delivered, I i 207-874-8703 and speak to an administrative recard over the phone.	intend to call the Inspections Office at
<b>v</b>	Within 24-48 hours, once my permit applicat been electronically delivered, I intend to har Inspections Office, Room 315, Portland City Ha	nd deliver a payment method to the
	I intend to deliver a payment method through t permit paperwork has been electronically delive	•
Applicant S	Signature: Anne B. Pringle Anne B. Pringle	Date: February 20, 2014
I have prov	vided digital copies and sent them on:	Date: February 20, 2014

NOTE: All electronic paperwork must be delivered to <u>buildinginspections@portlandmaine.gov</u> or by physical means ie; a thumb drive or CD to the office.



## 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 <a href="https://www.portlandmaine.gov">www.portlandmaine.gov</a>, 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 IEEC 2009 Deck construction including: pier layout, framing, fastenings, guards, stair dimensions Electronic files in pdf format are also required 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 <a href="https://www.portlandmaine.gov">www.portlandmaine.gov</a>, 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.

Address/Location of Construction: 30	Sorrento Road, Little Diam	ond Island			
Total Square Footage of Proposed Struct	existing structure				
Tax Assessor's Chart, Block & Lot	Applicant Name: Anne B. Pringle	Telephone:			
Chart# Block# Lot#	Address	774-0437			
105 N-012 001	44 Neal Street	Email:			
	City, State & Zip				
	Portland, ME 04102	oldmayor@maine.rr.c			
Lessee/Owner Name :	Contractor Name: Not yet determined	Cost Of Work:			
(if different than applicant)	(if different from Applicant)	<u>\$ 5,000 estimate</u>			
Address:	Address:				
City, State & Zip:	City, State & Zip:	C of O Fee: \$ Historic Rev \$			
Telephone & E-mail:	Telephone & E-mail:	Total Fees:\$			
Current use (i.e. single family) single-family seasonal cottage					
If vacant, what was the previous use? N/A					
Proposed Specific use: summer cottage					
Is property part of a subdivision? If yes, please name  Project description:					
Install two small dormers on two second floor facades, to match existing dormers					
Who should we contact when the permit is ready: Anne Pringle					
Address: 44 Neal Street					
City, State & Zip: Portland,ME 04102-3527					
E-mail Address: oldmayor@maine.rr.com					
Telephone: 774-0437					

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 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 <a href="https://www.portlandmaine.gov">www.portlandmaine.gov</a>, 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:	Anne B. Pringle	Date: February 20, 2014