

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 of appropriate permit fees are *paid in full* to the Inspections Office, City of Portland Maine by method noted below:

Within 24-48 hours, upon receipt of an e-mailed invoice from Building Inspections, which signifies that my electronic permit application and corresponding paperwork have been received, determined complete, entered by an administrative representative, and assigned a permit number, I then have the following four (4) payment options:

- to provide an on-line electronic check or credit/debit card (we now accept American Express, Discover, VISA, and MasterCard) payment (along with applicable fees beginning July 1, 2014),
- call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone,
- hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall,
- or deliver a payment method through the U.S. Postal Service, at the following address:

City of Portland
Inspections Division
389 Congress Street, Room 315
Portland, Maine 04101

RECEIVED
APR 13 2015
Dept. of Building Inspections
City of Portland Maine

Once my payment has been received, this then starts the review process of my permit. *After all approvals have been met and completed, I will then be issued my permit via e-mail.* No work shall be started until I have received my permit.

Applicant Signature: Lynn Dubois Date: 4/7/15

I have provided digital copies and sent them on: _____ Date: _____

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

Room 315 - 389 Congress Street- Portland, Maine 04101 (207) 874-8703 - Fax: 874-8716 - TTY: 874-8936



Level I – Minor Residential Development Review Application Portland, Maine

Planning and Urban Development Department
Planning Division

Portland's Planning and Urban Development Department coordinates the development review process for site plan, subdivision and other applications under the City's Land Use Code. Attached is the application form for a Level I: Minor Residential site plan and building permit.

Level I: Minor Residential development includes:

- Development of a single-family or a two-family building, excluding building additions, decks, or accessory structures, such development shall be deemed minor residential development for purposes of this article regardless of its size.
- The addition of any additional dwelling unit to a building initially reviewed as a two-family dwelling or multifamily structure, if the additional dwelling unit does not require subdivision review under Maine State Statutes and Portland's Subdivision Ordinance.

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

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 <http://www.portlandmaine.gov/756/Codes-Regulations-Ordinances>

The Land Use Code (including Article V), the Technical Manual, and the Design Manual are available on the City's web site at <http://www.portlandmaine.gov/756/Codes-Regulations-Ordinances>

Inspection Division
Room 315, City Hall
389 Congress Street
(207) 874-8703

Office Hours
Monday thru Friday
8:00 a.m. – 4:00 p.m.

Planning Division
Fourth Floor, City Hall
389 Congress Street
(207) 874-8721

Office Hours
Monday thru Friday
8:00 a.m. – 4:30 p.m.

Project Address: <u>HOUSE Island</u>		
Total Square Footage of Proposed Structure/Area: <u>TOTAL: 2092</u> <u>Finished: 737 sq ft.</u> <u>UNFINISHED: 1,355 sq ft</u>	Area of lot (total sq. ft.): Garage: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Attached <input checked="" type="checkbox"/> Detached <input type="checkbox"/> Sq. Ft.: _____	Number of Stories: <u>2</u> Number of Bathrooms: <u>1</u> Number of Bedrooms: <u>1</u>
Tax Assessor's Chart, Block & Lot(s): Chart# Block # Lot # <u>110A 001 001</u>		
Current legal use: <u>Residential</u>		
Number of Residential Units <u>1</u>		
If vacant, what was the previous use? _____		
Is property part of a subdivision? <u>NO</u> If yes, please name _____		
Project Description: <u>CONSTRUCTION of a garage with APARTMENT ABOVE ON HOUSE ISLAND. The roof will hold the solar panels needed to supply ELECTRIC POWER to the other houses.</u>		
APPLICANT – (must be owner, Lessee or Buyer)		
Name: THREE <u>Vincent "CAP" MONA</u>	Work #	
Business Name, if applicable: <u>Three Palms Design Build</u>	Home#	
Address: <u>1527 Galleon Drive.</u>	Cell # <u>240-216-4241</u>	
City/State: <u>NAPLES FLA</u> Zip Code: <u>34102</u>	e-mail: <u>capmona@aol.com</u>	
OWNER INFORMATION – (if different from Applicant)		
Name:	Work #	
Address:	Home#	
City/State: Zip Code:	Cell # <u>240-216-4241</u>	
	e-mail: <u>capmona@aol.com</u>	
CONTRACTOR INFORMATION:		
Name: <u>MAT McCleary</u>	Contact when Building Permit is Ready:	
Address: <u>McCleary Building</u>	Name: <u>Lynn DuBois</u>	
City/State: <u>Buxton ME</u> Zip Code:	Phone Number: <u>860-604-1357</u>	
Phone Number: <u>207-415-9407</u>	e-mail: <u>dubois.lynn@gmail.com</u>	
e-mail: <u>McClearybuilding@yahoo.com</u>		

ENGINEER INFORMATION: Name: <i>TIM Shelley</i> <i>Shelley Engineering Inc</i> Address: <i>P.O. Box 1030</i> City/State: <i>Gray ME</i> Zip Code: <i>04039</i>	Engineer Contact Information E-mail: <i>Tim @ shelleyengineering.com</i> Home #: Work #: <i>207-657-8031</i> Cell #: Fax#:
SURVEYOR INFORMATION: Name: <i>Titcomb Assoc</i> Address: <i>133 Gray Rd</i> <i>383 Route 1</i> City/State: <i>Falmouth ME</i> Zip Code: <i>04105</i>	Surveyor Contact Information E-mail: <i>Rcroteau @ titcombsurvey.com</i> Home #: Work #: <i>207-797-9199</i> Cell #: Fax#:
ARCHITECT INFORMATION: Name: <i>Mike Richman</i> <i>Custom Concepts Inc.</i> Address: <i>383 Route 1</i> City/State: <i>Scarborough ME</i> Zip Code: <i>04074</i>	Architect Contact Information E-mail: <i>Mike @ customconceptsinc.com</i> Home #: Work #: <i>207-883-0083</i> Cell #: Fax#: <i>207-636-6068</i>

DEVELOPMENT REVIEW FEES:

Payment may be made in cash, credit card or check addressed to the City of Portland.

Level I Minor Residential Site Plan 1. Application Fee - \$300.00 2. Inspection Fee - \$100.00 (for site plan inspection by the Planning Division) 3. Certificate of Occupancy Fee - \$100.00 4. Building Permit (Cost of Work) Total Due:	Fees Paid: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
Building Permit Fee - \$25 for the first \$1,000 construction cost - \$11 every additional \$1,000.	
Performance Guarantee - Exempt except for those projects that complete construction in the winter and the site work is incomplete.	

Please submit all of the information outlined on the applicable Checklist, shown on Page 4 and 5 of this Application. In addition, a CD or PDF (e-mailed to buildinginspections@portlandmaine.gov) of the entire Application, including all plans, must be submitted with the Application. Failure to do so may result in the automatic denial of your permit.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14), which includes the Subdivision Ordinance (Section 14-491) and the Site Plan Ordinance (Section 14-521). Portland's Land Use Code is on the City's web site: www.portlandmaine.gov Copies of the ordinances may be purchased through the Planning Division. All of the information on the checklist must be submitted for review. The applicant must check off the items contained in the application package to ensure the application is complete.

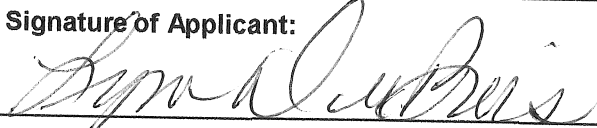
Property Taxes:

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 a permit of any kind is accepted.

Separate Permits:

Separate permits are required for internal and external plumbing, HVAC, and electrical installations.

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 Planning Authority and Code Enforcement'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 of Applicant: 	Date: 4/13/15
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This is not the permit - you may not commence any work until the permit is issued.

A CD or PDF of the entire application, including all plans, must be submitted with the

General Submittal Requirements – Level I Minor Residential			
Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
<input checked="" type="checkbox"/>		2	Completed application form and check list.
<input checked="" type="checkbox"/>		1	Application fees.
<input checked="" type="checkbox"/>		2	Evidence of right, title and interest.
<input type="checkbox"/> N/A		2	Copies of required state and/or federal permits.
<input type="checkbox"/> N/A		2	Written Description of existing and proposed easements or other burdens.
<input type="checkbox"/> N/A		2	Written requests for waivers from individual site plan and/or technical standards.
<input checked="" type="checkbox"/>		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.

application. (e-mail to buildinginspections@portlandmaine.gov)

Building Permit Submittal Requirements –Level I: Minor Residential Development

Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
		1	One (1) complete set of construction drawings must include:
<input checked="" type="checkbox"/>			▪ <i>Cross section with framing details</i>
<input checked="" type="checkbox"/>			▪ <i>Floor plans and elevations to scale</i>
<input checked="" type="checkbox"/>			▪ <i>Stair details including dimensions of : rise/run, head room, guards/handrails, baluster space</i>
<input checked="" type="checkbox"/>			▪ <i>Window and door schedules</i>
<input checked="" type="checkbox"/>			▪ <i>Foundation plans w/required drainage and damp proofing, if applicable</i>
<input type="checkbox"/>	<i>N/A</i>		▪ <i>Detail egress requirements and fire separation, if applicable</i>
<input checked="" type="checkbox"/>			▪ <i>Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IEEC 2003</i>
<input checked="" type="checkbox"/>			▪ <i>Deck construction including: pier layout, framing, fastenings, guards, stair dimensions</i>
<input checked="" type="checkbox"/>			▪ <i>As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)</i>
<input checked="" type="checkbox"/>			▪ <i>Reduced plans or electronic files in pdf format are also required if original plans are larger than 11X17"</i>

**** Reminder: ****

1. **A CD or PDF of the entire application, including all plans, must be submitted with the application.**
2. Separate permits are required for internal and external plumbing, HVAC, and electrical installations.
3. Please submit all of the information outlined in this application checklist.
4. If the application is incomplete, the application may be refused.
5. The Planning and Urban Development Department may request additional information prior to the issuance of a permit.