



## Department of Permitting and Inspections Pool Installation / Construction 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.

<b>Location/Address of Construction:</b> 30 DEBLAIS STREET		
<b>Total Square Footage of Proposed Structure</b> 84 SF		<b>Square Footage of Lot</b> 11,000 SF +/-
<b>Tax Assessor's Chart, Block &amp; Lot</b> Chart#      Block#      Lot# 121          E              4	<b>Owner name &amp; address:</b> JACOB & MEGHAN CIVIELLO 30 DEBLAIS ST., PORTLAND	<b>Telephone:</b>  <b>E Mail:</b>
<b>Lessee/Buyer's Name (If Applicable)</b>  /	<b>Applicant name, address &amp; telephone:</b> ROB MITCHELL 207 835 1210 109 PLEASANT HILL RD. SCARBOROUGH, ME 04074	<b>Cost of Work:</b> \$ 29,000 -  <b>Fee:</b> \$ 445 -
<b>Dimensions of pool:</b> 7x7 & 7x5 above or below ground: BELOW GROUND		
<b>Dimensions of decking and/or any platforms, sheds, or other structures:</b> BLUESTONE PATIO - 430 SF		
<b>Contractor's Name, address, phone # and E-mail:</b>		
<b>Who should we contact when the permit is ready:</b> ROB MITCHELL - NEW ENGLAND LANDSCAPES, INC.		
<b>Phone:</b> 207.838.3510 (cell) <b>E Mail:</b> RMITCHE@MAINE.PR.COM		
<b>Mailing address:</b> 109 PLEASANT HILL RD., SCARBOROUGH, ME 04074		

Please submit all of the information outlined in the pool application checklist. Failure to do so could 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, 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.

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.

<b>Signature:</b>	<b>Date:</b> 5/17/16
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**This is not a permit; you may not commence ANY work until the permit is issued.**

**Department of Permitting and Inspections****Pool Installation/Construction 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.**

- A plot plan showing the shape and dimension of the lot, footprint of the pool and its distance from the actual property lines, and the principal structure. Include any decks or accessory structures
- A complete set of plans that include structural details, size and dimensions and a cross section showing the slope and depth ratios, or for above ground pool, design specifications. Often this information can be obtained from the manufacturer.
- A complete set of construction details for any accessory structures or decks including: pier or foundation layout, framing, fastenings, guards/handrails, baluster spacing and stair dimensions
- Details of required barrier protection including the design of fencing, gates, latches, ladders, or audible alarms (if applicable). Please show where they will be located and how they are constructed. This information can often be obtained from the manufacturer
- All documents provided electronically according to the Electronic Submittal Process
- Proof of ownership is required if it is inconsistent with the assessor's records

**All pool installations must be conducted in compliance with the  
IRC 2009 Building Code**

**Separate permits are required for HVAC, and electrical installations.**

**Permit Fee: \$25.00 for the first \$1000.00 construction cost, \$15.00 per additional \$1000.00 cost**

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

**389 Congress Street \* Portland Maine 04101-3509 \* Phone: (207) 874-8703 \* Fax: (207) 874-8716**  
<http://www.portlandmaine.gov> \*E-Mail: [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)


**Department of Permitting and Inspections**
**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 that 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 selections below.

1. Once the complete application package has been received by us, and entered into the system
2. You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the process.
3. You then have the following four (4) payment options:

- provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment
- 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
- deliver a payment method through the U.S. Postal Service, at the following address:

**City of Portland  
Department of Permitting and Inspections  
389 Congress Street, Room 315  
Portland, Maine 04101**

By signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via e-mail. ***No work shall be started until I have received my permit.***

Applicant Signature: \_\_\_\_\_

Date: 5/17/16

I have provided digital copies and sent them on: \_\_\_\_\_

Date: 5/17/16

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