



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

### General Building Permit Application

Project Address: 93 Glenwood Ave, Portland, ME 04103

Tax Assessor's CBL: 123 B002 001 Cost of Work: \$ 36,696.50  
Chart # Block # Lot #

Proposed use (e.g., single-family, retail, restaurant, etc.): single family

Current use: single-family Past use, if currently vacant: \_\_\_\_\_

- Commercial
- Multi-Family Residential
- One/Two Family Residential

Type of work (check all that apply):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> New Structure                    | <input type="checkbox"/> Fence                          | <input type="checkbox"/> Change of Ownership - Condo Conversion |
| <input type="checkbox"/> Addition                         | <input type="checkbox"/> Pool - Above Ground            | <input type="checkbox"/> Change of Use                          |
| <input checked="" type="checkbox"/> Alteration            | <input type="checkbox"/> Pool - In Ground               | <input type="checkbox"/> Change of Use - Home Occupation        |
| <input type="checkbox"/> Amendment                        | <input type="checkbox"/> Retaining Wall                 | <input type="checkbox"/> Radio/Telecommunications Equipment     |
| <input type="checkbox"/> Shed                             | <input checked="" type="checkbox"/> Replacement Windows | <input type="checkbox"/> Radio/Telecommunications Tower         |
| <input type="checkbox"/> Demolition - Structure           | <input type="checkbox"/> Commercial Hood System         | <input type="checkbox"/> Tent/Stage                             |
| <input checked="" type="checkbox"/> Demolition - Interior | <input type="checkbox"/> Tank Installation/             | <input type="checkbox"/> Wind Tower                             |
| <input type="checkbox"/> Garage - Attached                | <input type="checkbox"/> Replacement Tank Removal       | <input type="checkbox"/> Solar Energy Installation              |
| <input type="checkbox"/> Garage - Detached                |   | <input type="checkbox"/> Site Alteration                        |

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

Removing interior wall to increase space. Removing Kitchen nook. Closing in back porch. Replacing broken basement windows.

Applicant Name: Kevin Roper Phone: (207) 653 - 6319

Address: 93 Glenwood Ave, Portland, ME 04103 Email: Kevin.ropert77@gmail.com

Lessee/Owner Name (if different): \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor Name (if different): Nate Nelson, Back Bay Builders Phone: (207) 232 - 1247

Address: 85 Dorset St. Portland, ME 04102 Email: Back Bay Builders@gmail.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: [Signature] Date: July 7, 2017  
*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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**FAST TRACK ELIGIBLE PROJECTS  
SCHEDULE B**

(Please note: The appropriate Submission Checklist and General Building Permit Application must be submitted with any Fast Track application.)

**Type of Work:**

- One/two family renovations within existing shell, including interior demolition and windows.
- One/two family HVAC, including boiler, furnace, heating appliance, pellet or wood stove.
- One/two family exterior propane tank.
- Commercial HVAC for boiler, furnace, and heating appliance.
- Commercial HVAC system with structural and mechanical stamped plans.
- Commercial interior demolition – no load bearing demolition.
- Temporary outdoor tents and stages less than 750 square feet.
- Temporary construction trailer.

Zone:   R  

- |                         |                           |                                     |
|-------------------------|---------------------------|-------------------------------------|
| Shoreland zone?         | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Stream protection zone? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Historic district?      | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Flood zone (if known)?  | <input type="radio"/> Yes | <input checked="" type="radio"/> No |

This information may be found on the city's online map portal at:  
<http://click.portlandmaine.gov/gisportal/>

**I certify that** (all of the following must be initialed for this application to be accepted):

- I am not expanding the building, including footprint, floor area, or dormer.
- I am the owner or authorized owner's agent of the property listed below.
- I am aware that this application will not be reviewed for determination of the zoning legal use and the use may not be in compliance with City records.
- I assume responsibility for compliance with all applicable codes, bylaws, rules and regulations.
- I assume responsibility for scheduling inspections of the work as required, and agree that the inspector may require modifications to the work completed if it does not meet applicable codes.

Initials

  KR  

  KR  

  KR  

  KR  

  KR  

Project Address:   93 Glenwood Ave, Portland, ME 04103  

Print Name:   Kevin Roper   Date:   July 7, 2017  

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



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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](http://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: 7/7/17

I have provided electronic copies and sent them on: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** All electronic paperwork must be delivered to [permitting@portlandmaine.gov](mailto: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.**