



# 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

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:  Date: 3/18/15

I have provided digital copies and sent them on: 3/18/15 Date: 3/18/15

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.

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



# 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: <u>595 Forest Ave Portland Me</u>		
Total Square Footage of Proposed Structure:		<u>3846 sq Ft</u>
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot#	Applicant Name: <u>DAN Levesgue</u> Address <u>595 Forest Ave</u> City, State & Zip <u>Portland Me 04101</u>	Telephone:  Email:
<u>125      0001      001</u>	Contractor Name: <u>TNM Construction</u> (if different from Applicant) Address: <u>7 Ridge Rd</u> City, State & Zip: <u>Raymond Me 04071</u> Telephone <u>207-450-6585</u> E-mail: <u>TLGTNM@gmail.com</u>	Cost Of Work: \$ <u>5000.00</u> C of O Fee: \$ _____ Historic Rev \$ _____ Total Fees : \$ _____
Lessee/Owner Name : (if different than applicant) Address:  City, State & Zip:  Telephone  E-mail:	Current use (i.e. single family) <u>3 UNIT</u> If vacant, what was the previous use? <u>N/A</u> Proposed Specific use: <u>N/A</u> Is property part of a subdivision? <u>NO</u> If yes, please name _____ Project description: <u>Replace sheet rock on First Floor (Designated walls)</u> <u>Remove Door, Install 3 Closets - Repair Sill on Side Deck.</u>	
Who should we contact when the permit is ready: <u>MARK Feenstra</u>		
Address: <u>7 Ridge Rd.</u>		
City, State & Zip: <u>Raymond Me 04071</u>		
E-mail Address: <u>TLGTNM@gmail.com</u>		
Telephone: <u>207-450-6585</u>		

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 <http://www.portlandmaine.gov/754/Applications-Fees> 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: <u>[Signature]</u>	Date: <u>3/18/15</u>
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This is not a permit; you may not commence ANY work until the permit is issued.

This page contains a detailed description of the Parcel ID you selected. Press the **New Search** button at the bottom of the screen to submit a new query.

**Current Owner Information:**

**CBL** 125 0001001  
**Land Use Type** THREE FAMILY  
 Verify legal use with  
 Inspections Division  
**Property Location** 595 FOREST AVE  
**Owner Information** LEVESQUE DANIEL P JR  
 595 FOREST AVE  
 PORTLAND ME 04101  
**Book and Page** 31969/017  
**Legal Description** 125-O-1  
 FOREST AVE 595-597  
 3848 SF  
**Acres** 0.0883

**Current Assessed Valuation:**



**TAX ACCT NO.** 18112 **OWNER OF RECORD AS OF APRIL 2014**  
**LAND VALUE** \$75,300.00 JACOBS MARSHA ETALS JTS  
**BUILDING VALUE** \$214,700.00 19 EASTERN TERRACE LN  
**NET TAXABLE - REAL ESTATE** \$290,000.00 TOPSHAM ME 04086  
**TAX AMOUNT** \$5,800.00

Any information concerning tax payments should be directed to the Treasury office at 874-8490 or e-mailed.

**Building Information:**

**Building 1**

**Year Built** 1896  
**Style/Structure Type** OLD STYLE  
**# Stories** 2  
**# Units** 3  
**Bedrooms** 8  
**Full Baths** 3  
**Total Rooms** 15  
**Attic** FULL FINSH  
**Basement** FULL  
**Square Feet** 2847

[View Sketch](#)      [View Map](#)      [View Picture](#)

**Sales Information:**

Sale Date	Type	Price	Book/Page
12/15/2014	LAND + BUILDING	\$229,300.00	31969/017
6/20/2014	LAND + BUILDING	\$190,000.00	31580/211
5/7/2014	LAND + BUILDING	\$306,000.00	31486/332



# First Floor layout

(\*) 3 New closets

ALL Framing

2x4 walls

For closets

5/8 Rock on front closet

X notes

New Sheet

Rock to be

installed in

Bath, Pantry

Bedroom (2)

Kitchen and

Hallway

Fix sill on

side Deck

Replace Door

ALL Framing

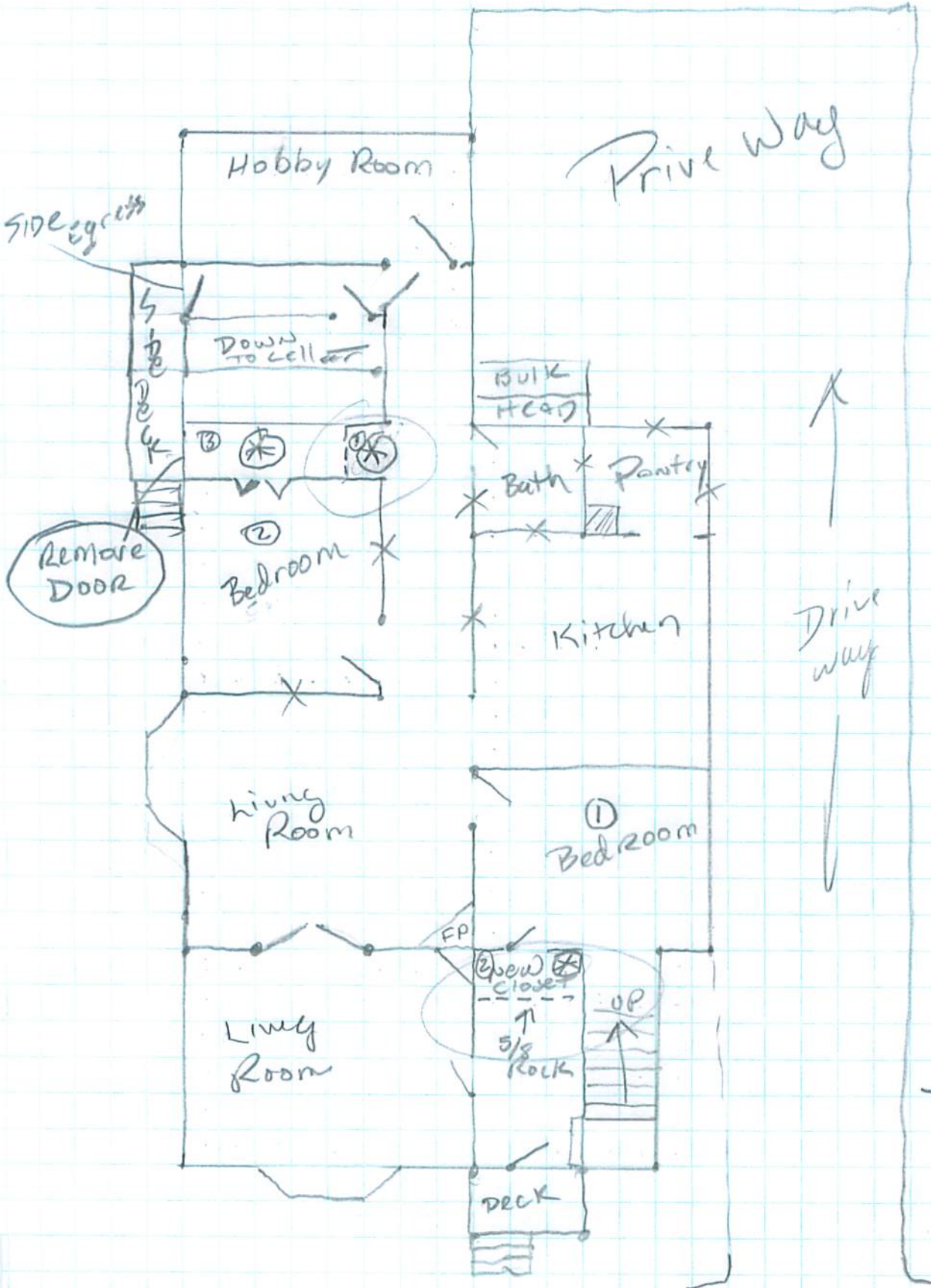
16 on center

Scale

■ = Approx 2'

- 2 NEW WALLS

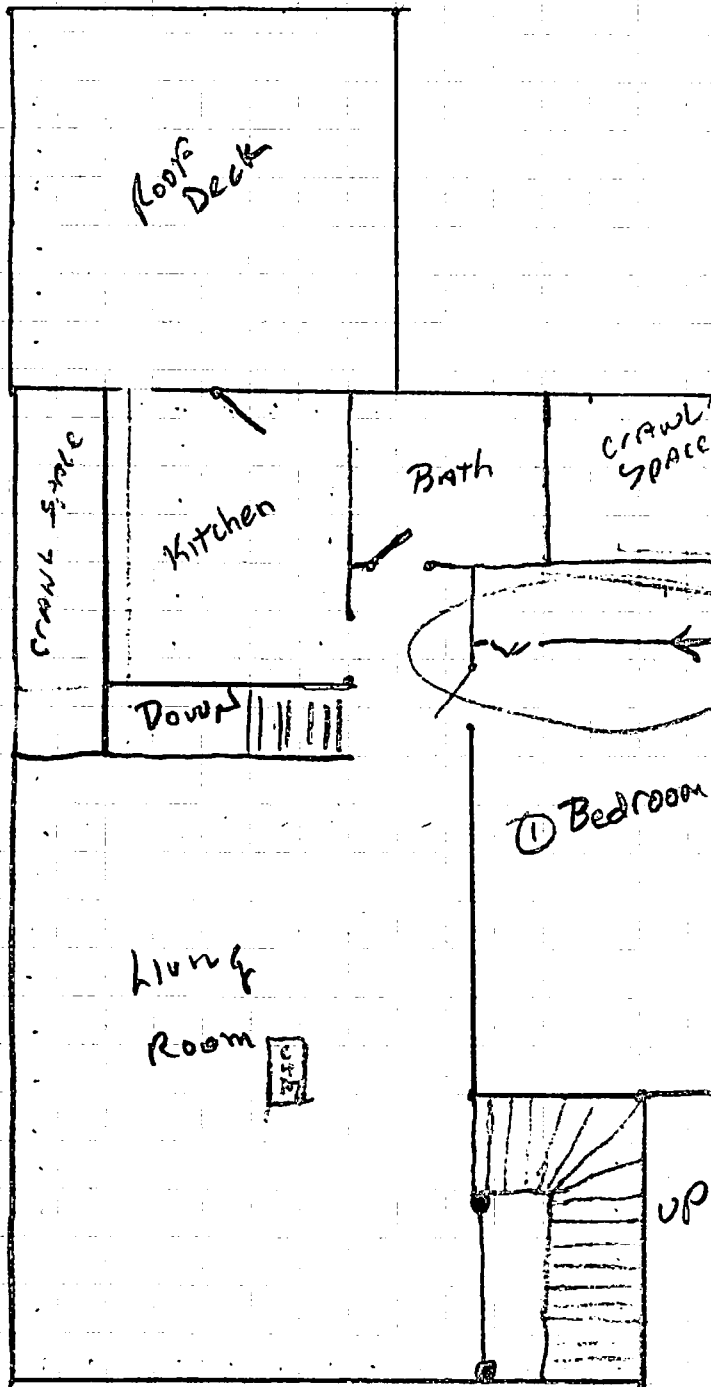
- 2 New Bi Fold Door 36"



Front

Forest Ave

# THIRD FLOOR LAYOUT



1 NEW WALL

New 2x4 wall for  
Closet in Bedroom  
Bi Fold Doors (36"  
Third Floor

16" Framing 16" on  
center

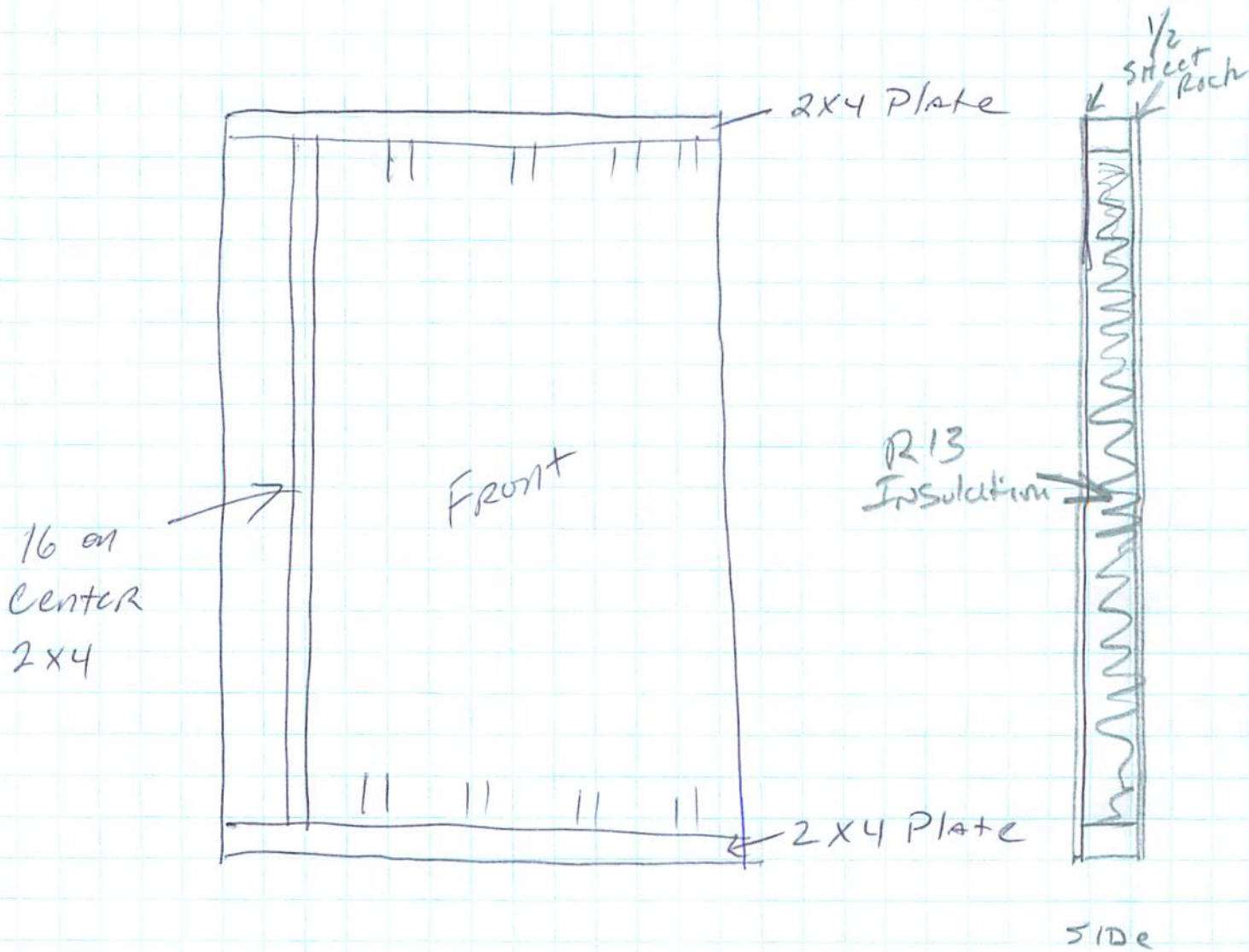
Scale

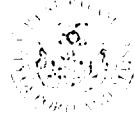
 = Approx 2'

Front

Forest Ave

# Framing Plan.





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Tammy Munson, Director  
Inspections Division

## 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 *3 - 2x4 walls Interior*
- Floor plans and elevations existing & proposed *1st AND 3rd Floor*
- N/A* Detail removal of all partitions & any new structural beams
- Detail any new walls or permanent partitions
- N/A* Stair details including dimensions of: rise/run, head room, guards/handrails, baluster spacing
- N/A* Window and door schedules
- N/A* Foundation plans w/required drainage and damp proofing (if applicable)
- N/A* 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 2009
- N/A* Deck construction including: pier layout, framing, fastenings, guards, stair dimensions
- Electronic files in pdf format are also required
- N/A* 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:

- N/A*  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.
- N/A*  Location and dimensions of parking areas and driveways
- N/A*  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: \$25.00 for the first \$1000.00 construction cost, \$11.00 per additional \$1000.00 cost

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