



Demolition of a Structure 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.

Location/Address of Construction:		
Total Square Footage of Proposed Structure		Square Footage of Lot:
Tax Assessor's Chart, Block & Lot: Chart# Block# Lot#	Owner Name: Address: E-Mail:	Telephone:
Lessee Name: (If different than owner) Address: Phone: E-Mail:	Applicant Name: (If different than owner) Address: Phone: E-Mail:	Cost Of Work: \$ _____ Fee: \$ _____
Current legal use: (i.e. garage, warehouse) _____ If vacant, what was the previous use? _____ How long has it been vacant? _____ Project description: _____		
Contractor's name, address & telephone: _____ Who should we contact when the permit is ready : Mailing address: _____ Telephone: _____ _____ E Mail: _____		

Electronic files in pdf format are also required

Please submit all of the information outlined in the Demolition call list. Failure to do so will 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 or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, 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 of Applicant:	Date:
--------------------------------	--------------

This is not a permit; you may not commence ANY work until the permit is issued.



Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

Demolition of a Structure 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.

One (1) complete application must include:

- Completion of the Demolition Call List
- Written notice to adjoining owners (copy of each)
- A photo(s) of the structure to be demolished
- A plot plan or site plan of the property
- Certification from an asbestos abatement company (if required)
- Electronic files in PDF format are also required (separate PDFs-per document-and named appropriately)

Please submit all of the information outlined in this application checklist. If the application is incomplete, the application will 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 or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division 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.



Jeff Levine, AICP, Director
Planning & Urban Development Department

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, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.

Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.

I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature:

Date:

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.



Demolition Call List & Requirements

Site Address: _____

Owner: _____

Structure Type: _____

Contractor: _____

Utility Approvals	Number	Contact Name/Date
Central Maine Power	1-800-750-4000	_____
Unitil	1-207-541-2533	_____
Portland Water District	761-8310	_____
Dig Safe	1-888-344-7233	_____

After calling Dig Safe, you must wait 72 business hours before digging can begin.

DPW/ Traffic Division	874-8891	_____
DPW/ Sealed Drain Permit	874-8822	_____
Historic Preservation	874-8726	_____
DEP – Environmental (Augusta)	287-2651	_____

Additional Requirements

- 1) Written notice to adjoining owners
- 2) A photo of the structure(s) to be demolished
- 3) A plot plan or site plan of the property
- 4) Certification from an asbestos abatement company
- 5) Electronic files in pdf format are also required in addition to hard copy

Permit Fee: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost

All construction and demolition debris generated in Portland must be delivered to Riverside Recycling Facility at 910 Riverside Street. Source separated salvage materials placed in specifically designated containers are exempt from this provision. For more information call @ 874-8467.

U.S. EPA Region 1 – No Phone call required. Just mail copy of State notification to:

Demo / Reno Clerk
 US EPA Region I (SEA)
 JFK Federal Building
 Boston, MA 02203

I have contacted all of the necessary companies/departments as indicated above and attached all required documentation.

Signed: _____

Date: _____

For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov