



Jeff Levine, AICP, Director
Planning & Urban Development

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, 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:

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Cross sections w/ framing details |
| <input checked="" type="checkbox"/> | Floor plans and elevations existing & proposed |
| <input checked="" type="checkbox"/> | Detail removal of all partitions & any new structural beams |
| <input checked="" type="checkbox"/> | Detail any new walls or permanent partitions |
| <input checked="" type="checkbox"/> | Stair details including dimensions of: rise/run, head room, guards/handrails, baluster spacing |
| <input checked="" type="checkbox"/> | Window and door schedules |
| <input checked="" type="checkbox"/> | Foundation plans w/ required drainage and damp proofing (if applicable) |
| <input checked="" type="checkbox"/> | Detail egress requirements and fire separation/ sound transmission ratings (if applicable) |
| <input checked="" type="checkbox"/> | Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IECC 2009 |
| <input checked="" type="checkbox"/> | Deck construction including: pier layout, framing, fastenings, guards, stair dimensions |
| <input checked="" type="checkbox"/> | Electronic files in pdf format are also required |
| <input checked="" type="checkbox"/> | 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:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | Location and dimensions of parking areas and driveways |
| <input type="checkbox"/> | 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 online at 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.

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