



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

New Commercial Structure and Addition Checklist

For Site/Civil/Foundation/Structure Permit

All applications shall include the following:

New Commercial Structures and Additions Checklist (this form)

General Building Permit Application

Plot plan/site plan showing lot lines, shape and location of existing and proposed structures

Stamped boundary survey and copy of final approved site plan (for new commercial structures that were subject to Site Plan approval only)

Proof of Ownership (e.g. deed, purchase and sale agreement) if purchased within the last six months

Administrative Authorization Application from the Planning Department (required for new structures 500 square feet or less): <http://me-portland.civicplus.com/DocumentCenter/View/2809>

Please note: Construction documents for projects with a construction cost in excess of \$50,000 must be prepared by a design professional and bear their seal.

Applications for detached accessory structures 120 square feet or less (for storage only) shall also include:

One of the following which includes the length, width and height of the structure:

A copy of the brochure from the manufacturer; or

A picture or sketch/plan of the proposed shed/structure

Applications for new structures and additions shall also include the following (As each project has varying degrees of complexity and scope of work, some information may not be applicable. Please check and submit only those items that are applicable to the proposed project.) **with General Building Permit**

Complete Code Reviews per 2009 IBC and 2009 NFPA 101 with project applicable details

Geotechnical report

Structural load design criteria per 2009 IBC

Statement of Special Inspections

Certificate of Accessible Building Compliance **with General Building Permit**

ComCheck <https://www.energycodes.gov/comcheck/> or **ResCheck** <https://www.energycodes.gov/rescheck/> with certificates of compliance for thermal envelope and MEP systems **with General Building Permit**

One complete set of construction drawings with the following:

Life safety plan showing egress capacity, any egress windows, occupancy load, travel distances, common path distance, dead end corridor length, separation of exits, illumination and marking of exits, portables fire extinguishers, fire separations and any fire alarm or fire sprinklers systems. **with General Building Permit**

Foundation, floor and wall structural framing plans for each story and roof

Stair details with dimensions, direction of travel, handrails and guardrails **with General Building Permit**

Wall/floor/ceiling partition types including listed fire rated assemblies and continuity **with General Building Permit**

Sections and details showing all construction materials, floor to ceiling heights and stair headroom

Building Elevations, existing and proposed for each side of the building **with General Building Permit**

Door and window schedules **with General Building Permit**

Insulation R-factors of foundation/slab, walls, ceilings, floors, roof and window U-factors **with General Building Permit**

Accessibility features and design details **with General Building Permit**

Complete electrical, plumbing and mechanical plans **with General Building Permit**

Project specifications manual **with General Building Permit**

A copy of the State Fire Marshal construction and barrier free permits. For these requirements visit:

http://www.maine.gov/dps/fmo/plans/about_permits.html **with General Building Permit**

Separate permits are required for internal and external plumbing, electrical installations, heating, ventilating and air conditioning (HVAC) systems, appliances and commercial kitchen hoods.