Portland, Maine | Yes. Life's good here.

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 01/11/17

Department of Permitting and Inspections

Shed / Accessory Structures Permit Checklist & Application

(Residential single story detached structures not exceeding 200 Sq. Ft.)
(Commercial & multifamily detached structures not exceeding 120 Sq. Ft. used as tool & storage sheds)

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 http://www.portlandmaine.gov/756/Codes-Regulations-Ordinances

One complete application packet includes:

- [4] The application page filled out in its entirety and signed, e mail address required
- [4] A plot plan detailing the shape and dimension of the property, footprint of the existing and proposed structure(s), and the distance from the actual property lines on all 4 sides of all structures. (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.)
- [4] All documents and plans to be submitted as electronic files (PDF format as required)
- [4] Proof of ownership is required if it is inconsistent with the assessor's records
- [4] Supply one of the following which includes the length, width and height of the shed:
  a. A copy of the brochure from the manufacturer showing a picture & structure of the shed.
  b. A picture or sketch/plan of the proposed shed/structure

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, stop by the Building Inspections office, room 315 City Hall or call 874-8703.

Permit Fee: $25.00 for the first $1,000.00 construction cost, $15.00 every additional $1,000.00 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 * E-Mail: buildinginspections@portlandmaine.gov

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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 that 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 selections below.

1. Once the complete application package has been received by us, and entered into the system
2. You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the process.
3. You then have the following four (4) payment options:

[4] provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment

[ ] 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

[ ] deliver a payment method through the U.S. Postal Service, at the following address:

City of Portland
Department of Permitting and Inspections
389 Congress Street, Room 315
Portland, Maine 04101

By signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via e-mail. ***No work shall be started until I have received my permit.***

Applicant Signature: Jessica Bell & Shawn Rains Date: 10/21/2016

I have provided digital copies and sent them on: Date: 10/21/2016

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.

General Building Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any p
within the City, payment arrangements must be made before permits of any kind are accepted.

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Address/Location of Construction: 64 Bay View Drive, Portland, ME 04103		
Total Square Footage of Proposed Structure:	144	
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 139 F009001	**Applicant Name:** Jessica Bell & Shawn Rains Address: 64 Bay View Drive City, State & Zip: Portland, ME 04103	Telephone: (914) 393-4269 Email: sopojess@gmail.com
Lessee/Owner Name: (if different than applicant) Address: City, State & Zip: Telephone E-mail:	**Contractor Name:** Shed Happens (if different from Applicant) Address: 509 Warren Ave. City, State & Zip: Portland, ME 04103 Telephone (207) 541-9043 E-mail: mike@shedhappens.com	Cost of Work: $ 2825.00 C of O Fee: $ Historic Rev $ Total **Fees: $**

Current Use (i.e. single family) single family backyard

If vacant, what was the previous use?

Proposed Specific use: work shed

Is property part of a subdivision? If yes, please Name Back Cove neighborhood

Project description: Contractor to build on-site a 12'x12' gable A-Frame shed in backyard on stone (gravel) pad. Shed specs: 76" high walls, 5/12 roof pitch, 10' 1" peak height, 5' wide double doors,

Who should we contact when the permit is ready: Jessica Bell

Address: 64 Bay View Drive

City, State & Zip: Portland, ME 04103

E-mail Address: sopojess@gmail.com

Telephone: (914) 393-4269

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 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 Department of Permitting and Inspections on-line at www.portlandmaine.gov, or stop by the 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: Jessica Bell & Shawn Rains **Date:** 10/21/2016

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