Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 09/30/15

Please submit all of the information outlined on the applicable Checklist, shown on Pag and 5 of this Application. In addition, a CD or PDF (e-mailed to buildinginspections@portlandmaine.gov) of the entire Application, including all plans, must be submitted with the Application. Failure to do so may result in the automatic denial of your permit.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14), which includes the Subdivision Ordinance (Section 14-491) and the Site Plan Ordinance (Section 14-521). Portland's Land Use Code is on the City's web site: www.portlandmaine.gov Copies of the ordinances may be purchased through the Planning Division. All of the information on the checklist must be submitted for review. The applicant must check off the items contained in the application package to ensure the application is complete.

Property Taxes:
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 a permit of any kind is accepted.

Separate Permits:
Separate permits are required for internal and external plumbing, HVAC, and electrical installations.

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 Planning Authority and Code Enforcement'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 the permit - you may not commence any work until the permit is issued.

A CD or PDF of the entire application, including all plans, must be submitted with the

General Submittal Requirements – Level I Minor Residential			
Applicant Checklist	***Planner Checklist (internal)***	***Number of Copies***	***Submittal Requirement***
x		*2*	*Completed application form and check list.*
x		*1*	*Application fees.*
x		*2*	*Evidence of right, title and interest.*
x		*2*	*Copies of required state and/or federal permits.*
x		*2*	*Written Description of existing and proposed easements or other burdens.*
x		*2*	*Written requests for waivers from individual site plan and/or technical standards.*
x		*2*	*Written summary of fire safety (referencing NFPA fire code and Section 3 of the City of Portland Technical Manual). Refer to Fire Department Checklist on page 6 of this application.*

application. (e-mail to buildinginspections@portlandmaine.gov)