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

Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munso
Inspection

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Residential Additions/Alterations Permit Application Checklist

Date: 08/26/15

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:

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

- ☐ 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.
- ☐ Location and dimensions of parking areas and driveways
- ☐ 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 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 $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

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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 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, upon receipt of an e-mailed invoice from Building Inspections, which signifies that my electronic permit application and corresponding paperwork have been received, determined complete, entered by an administrative representative, and assigned a permit number, I then have the following four (4) payment options:

- [ ] provide an on-line electronic check or credit/debit card (we now accept American Express, Discover, VISA, and MasterCard) payment (along with applicable fees beginning July 1, 2014),
- [ ] 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, Inspections Division
389 Congress Street, Room 315
Portland, Maine 04101

Once my payment has been received, this then starts the review process of my permit. ***After all approvals have been met and completed, I will then be issued my permit via e-mail.*** No work shall be started until I have received my permit.

Applicant Signature: _____ Date: 8-12-15

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.

General Building Permit Applicatic

If you or the property owner owes real estate or personal property taxes or user cl
within the City, payment arrangements must be made before permits of any l

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Address/Location of Construction: 48 Austin Street		
Total Square Footage of Proposed Structure: appx. 306 sq. ft.		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 140 F013001 Book/Page - 29809/288	**Applicant Name:** Mike Bobinsky Address 48 Austin Street City, State & Zip Portland, ME 04103	Telephone: (207) 775-3663; 207-232-7011-cell Email: mbobinsky@portlandmaine.gov
Lessee/Owner Name: (if different than applicant) Address: City, State & Zip: Telephone E-mail:	**Contractor Name:** MTF Const. (if different from Applicant) Address: City, State & Zip: Telephone 207-522-4450 E-mail: thorenterprises20@yahoo.com	Cost Of Work: $9634 C of O Fee: $ Historic Rev $ **Total Fees : $**

Current use (i.e. single family) Single Family
If vacant, what was the previous use?
Proposed Specific use:
Is property part of a subdivision? ___ If yes, please name
Project description:

Who should we contact when the permit is ready:	Mike or Lori Bobinsky
Address:	48 Austin St.
City, State & Zip:	Portland, Maine 04103
E-mail Address:	mbobinsky@portland, Maine 04103
Telephone:	(207) 775-3663; 207-232-7011 - cell Phone (Mike's)

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 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 http://www.portlandmaine.gov/754/Applications-Fees 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: [signature] Date: 8-12-15

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