



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

Reviewed for Code Compliance
Permitting and Inspections Department
Approved with Conditions

07/30/2018

Heating, Ventilating, Air Conditioning (HVAC) or Power Equipment Checklist

(Including roof top chillers, mini/multi split heat pumps, ERV's and fuel fired heating appliances)

All applications shall be submitted online via the Citizen Self Service portal. Refer to the attached documents for complete instructions. The following items shall be submitted (please check and submit all items):

- HVAC Checklist (this form), completed
- A plot plan showing the size and dimension of the lot, location of buildings, location of all exterior HVAC equipment and distance from property lines
- Proof of ownership (if inconsistent with the assessor's records)

Additional information is required, as applicable, pertaining to the type of system or installation:

- Floor and roof plans with dimensions, including location of all equipment and appliances and clearances
- Ductwork including steel gauge, supply/exhaust lines, diffusers, smoke and fire damper locations
- Product and equipment details (e.g., model number, dimensions, weight, heating/cooling specifications-- provide the manufacturer's specification manual or cut sheets)
- Structural framing modifications, equipment mounting and hanging details
- Venting materials, clearances, number of flues and exhaust termination location

**This is not a permit. Work may not commence until the permit is issued.
Separate permits are required for plumbing and electrical installations, as required.**



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FAST TRACK ELIGIBLE PROJECTS

SCHEDULE B

(Please note: The appropriate Submission Checklist and General Building Permit Application must be submitted with any Fast Track application.)

Type of Work:

- One/two family renovations within existing shell, including interior demolition and windows.
- One/two family HVAC, including boiler, furnace, heating appliance, pellet or wood stove.
- One/two family exterior propane tank.
- Commercial HVAC for boiler, furnace, and heating appliance.
- Commercial HVAC system with structural and mechanical stamped plans.
- Commercial interior demolition – no load bearing demolition.
- Temporary outdoor tents and stages less than 750 square feet.
- Temporary construction trailer.

Zone: IM

- | | | |
|-------------------------|---------------------------|-------------------------------------|
| Shoreland zone? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Stream protection zone? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Historic district? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Flood zone (if known)? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |

This information may be found on the city's online map portal at:
<http://click.portlandmaine.gov/gisportal/>

I certify that (all of the following must be initialed for this application to be accepted):

- I am not expanding the building, including footprint, floor area, or dormer.
- I am the owner or authorized owner's agent of the property listed below.
- I am aware that this application will not be reviewed for determination of the zoning legal use and the use may not be in compliance with City records.
- I assume responsibility for compliance with all applicable codes, bylaws, rules and regulations.
- I assume responsibility for scheduling inspections of the work as required, and agree that the inspector may require modifications to the work completed if it does not meet applicable codes.

Initials

LM

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Project Address: 135 Walton Street, Unit N, Portland ME, 04103

Print Name: Lucas Myers

Date: 06/14/2018

This is a legal document and your electronic initials are considered a legal signature per Maine state law.