



PORTLAND MAINE

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Jeff Levine, AICP, Director
Director of Planning and Urban Development

Tammy Munson
Director, Inspections Division

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:

- to 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,
- or 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: 10/8/2014

I have provided digital copies and sent them on: _____ Date: 10/8/2014

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

Room 315 - 389 Congress Street- Portland, Maine 04101 (207) 874-8703 - Fax: 874-8716 - TTY: 874-8936



General Building Permit Application

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 permits of any kind are accepted.

Address/Location of Construction: 259 Walton Street, Portland, ME 04103		
Total Square Footage of Proposed Structure:		no change to sq footage
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# J6SE 143 A048	Applicant Name: Vince & Amy Litterini Address 85 Mountfort Rd City, State & Zip North Yarmouth, ME	Telephone: 207-847-3531 Email: avlitterini@maine.rr.com
Lessee/Owner Name : Same as above (if different than applicant) Address: City, State & Zip: Telephone E-mail:	Contractor Name: Steve Buchholz (if different from Applicant) Address: only doing doors & drywall City, State & Zip: Telephone 207-671-7752 E-mail:	Cost Of Work: \$ 2700 C of O Fee: \$ _____ Historic Rev \$ _____ Total Fees : \$ _____
Current use (i.e. single family) <u>single family</u> If vacant, what was the previous use? <u>single family</u> Proposed Specific use: <u>single family</u> Is property part of a subdivision? <u>No</u> If yes, please name _____ Project description: <small>We are updating the panelling to drywall in the breezeway, closing the entry from the breezeway into the dining room, replacing exterior doors with updated thermo door, moving the garage entry door from the breezeway to the back of the garage and updating that landing and stairs</small>		
Who should we contact when the permit is ready: Vince & Amy Litterini		
Address: 85 Mountfort Rd		
City, State & Zip: North Yarmouth, ME 04097		
E-mail Address: avlitterini@maine.rr.com		
Telephone: 207-847-3531		

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:	Date: 10/8/2014
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This is not a permit; you may not commence ANY work until the permit is issued.



Portland, Maine



Yes. Life's good here.

Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

Residential Additions/Alterations Permit Application Checklist

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 IECC 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



**WARRANTY DEED
Maine Statutory Short Form**

KNOW ALL BY THESE PRESENTS, that I, **Susan R. Zane**, of Delray Beach, Florida, for consideration paid, grant to:

Vincent S. Litterini and Amy J. Litterini

whose mailing address is: 85 Mountfort Road, North Yarmouth, Maine 04097, with **warranty covenants, as joint tenants**, the real estate situated in Portland, County of Cumberland, and State of Maine, described as follows:

A certain lot or parcel of land, together with any buildings and improvements thereon, situated in the City of Portland, County of Cumberland, and State of Maine being more particularly described in Exhibit A attached hereto and made a part hereof.

Witness my hand and seal this 26th day of August, 2014.

Signed, Sealed and Delivered
in the presence of

Susan R. Zane

State of Florida
County of Palm Beach

August 26th, 2014

Then personally appeared before me the above named Susan R. Zane and acknowledged the foregoing instrument to be her free act and deed.

Before me,



D A LAZNICK
MY COMMISSION # EE 169347
EXPIRES: March 17, 2016
Bonded Thru Budget Notary Services

Attorney at Law/Notary Public
Printed Name:



EXHIBIT A
259 Walton Street, Portland, Maine

A certain lot or parcel of land, with the buildings thereon, situated on the northerly side of Walton Street in the City of Portland, County of Cumberland and State of Maine, bounded and described as follows:

Beginning a point on the northerly side line of Walton Street distant westerly seventy-six (76') feet from the southeasterly corner of the first lot conveyed to John J. Morgan, et al. by Daniel T. Doull, et al. by deed dated January 22, 1941 and recorded in the Cumberland County Registry of Deeds in Book 1626, Page 337;

Thence westerly along the northerly side line of said Walton Street, seventy-six (76) feet to a point;

thence northerly at right angles with said Walton Street, two hundred feet (200') feet, more or less, to other land formerly of Floyd E. Ames, et al. and now or formerly of Wilfred J. Giroux, et al.;

Thence easterly along said Giroux land, seventy-six (76) feet to a point;

Thence southerly at right angles with said Walton Street, two hundred (200') feet, more or less, to the point of beginning.

Being the same premises conveyed by Harry Froimovitz to Harry Froimovitz and Susan R. Zane acknowledged May 14, 1997 and recorded in the Cumberland County Registry of Deeds in Book 13089, Page 209. Harry Froimovitz died on February 15, 1998, leaving Susan R. Zane as surviving joint tenant.



Acknowledgment of Code Compliance Responsibility- Fast Track Project



I, Vincent & Amy Litterini am the owner or duly **authorized owner's agent** of the property listed below
Print Legal Name

259 Walton Street, Portland, ME 04103
Physical Address

I am seeking a permit for the construction or installation of:

A wall to close off the dining room, replace all paneling in breezeway with dry wall, replace all exterior doors with new insulated doors,

and move door to garage and replace landing (in garage) further down the wall plus replace this door with a fire rated one.
Proposed Project Description

I understand that the permits obtained pursuant to this acknowledgement of code compliance responsibility will be in my name and that I am acting as the **general contractor** for this project. I accept full responsibility for the work performed.

I am submitting for a permit authorized by the **State of Maine Uniform Building and Energy Code (MUBEC), Fuel Board Laws and Rules and all locally adopted codes and standards applying to Plumbing, Electrical, Fire Prevention and Protection in anticipation of having it approved or approved with conditions.** I have read the following statement and understand that **failure to comply with all conditions once construction is begun may necessitate an immediate work stoppage until such time as compliance with the stipulated conditions is attained.** I certify that I have made a diligent inquiry regarding the need for concurrent state or federal permits to engage in the work requested under this building permit, and no such permits are required or I will have obtained the required permits prior to issuance of this permit. I understand that the granting of this permit shall not be construed as satisfying the requirements of other applicable Federal, State or Local laws or regulations, including City of Portland historic preservation requirements, if applicable. I understand and agree that this permit does not authorize the violation of regulations.

In addition, I understand and agree that this building permit does not authorize the violation of the **12 M.R.S. § 12801 et seq. - Endangered Species.**

I certify under penalty of perjury and under the laws of the State of Maine the foregoing is true and correct. I further certify that all easements, deed restrictions, or other encumbrances restricting the use of the property are shown on the site plans submitted with this application.

I hereby apply for a permit as a Owner of the below listed property and by so doing will assume responsibility for compliance with all applicable codes, bylaws, rules and regulations.
Owner or Owner's Agent

I further understand that it is my responsibility to schedule inspections of the work as required and that the City's inspections will, at that time, check the work for code compliance. The City's inspectors may require modifications to the work completed if it does not meet applicable codes. VL & AJL INITIAL HERE

Sign Here: Vincent & Amy Litterini
Owner or Owner's Authorized Agent

Date: 9/28/2014

PLEASE ALSO FILL OUT AND SIGN SECOND PAGE



Acknowledgment of Code Compliance Responsibility- Fast Track Project

OFFICE USE ONLY

PERMIT # _____

CBL # _____



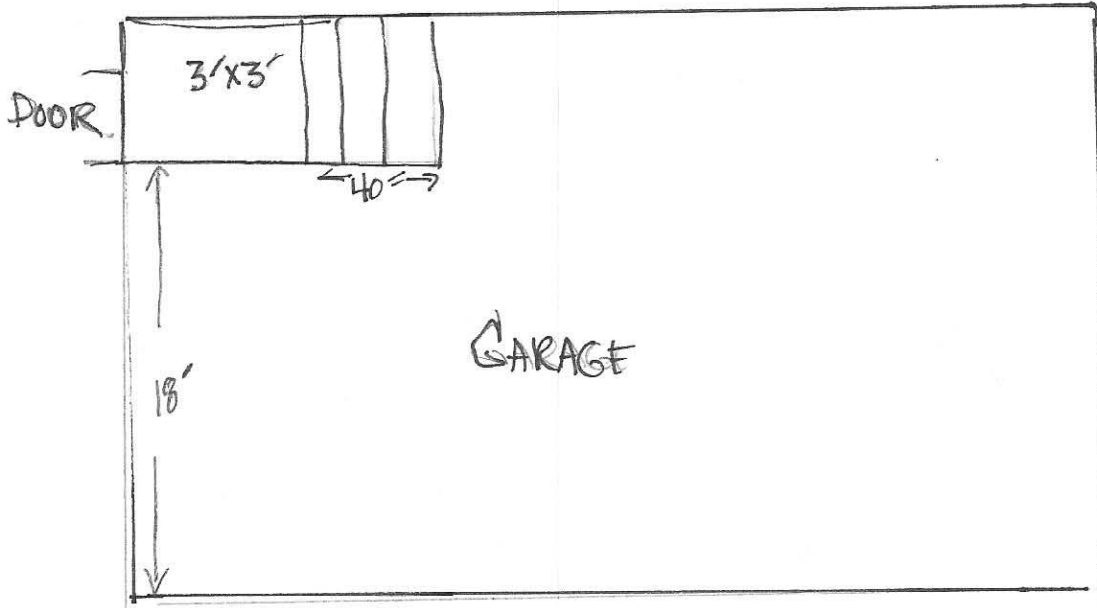
THIS PROJECT IS ELIGIBLE FOR FAST TRACK PERMITTING BECAUSE IT IS IN THE FOLLOWING CATEGORY / CATEGORIES (CHECK ALL THAT APPLY):

- One/Two Family Swimming Pools, Spas or Hot Tubs
- 4 One/Two Family Decks, Stairs and Porches (attached or detached) First Floor Only
- One/Two Family Detached One Story Accessory Structures (garages, sheds, etc.) not to exceed 600sq ft with no habitable space
- Home Occupations (excluding day cares)
- 4 One/Two Family Renovation/Rehabilitation (within the existing shell)
- Attached One /Two Family Garages /Additions/Dormers bearing the seal of a licensed design professional
- New *Sprinklered* One and Two Family Homes (bearing the seal of a licensed design professional stating code compliance) – **MUST STILL RECEIVE LEVEL 1 SITE PLAN APPROVAL FROM PLANNING**
- One/Two Family HVAC (including boilers, furnaces, heating appliances, pellet and wood stoves)
- Interior office renovations with no change of use (no expansions; no site work; no load bearing structural changes are eligible)bearing the seal of a licensed design professional stating code compliance
- Interior Demolition with no load bearing demolition
- Amendments to existing permits
- Commercial HVAC systems (with structural and mechanical plans bearing the seal of a licensed design professional stating code compliance)
- Commercial HVAC for Boilers/Furnaces/Heating Appliances
- Commercial Signs or Awnings
- Exterior Propane Tanks
- Residential or Commercial Subsurface Waste Water Systems (No Rule Variance Only)
- Renewal of Outdoor Dining Areas
- Temporary Outdoor Tents and stages under 750 sq ft per tent or stage
- Fire Suppression Systems (Both non-water and water based installations)
- Fences over 6'-0" in height
- Site work only
- Retaining walls over 4ft in height with stamped plans (or approval from inspection staff)

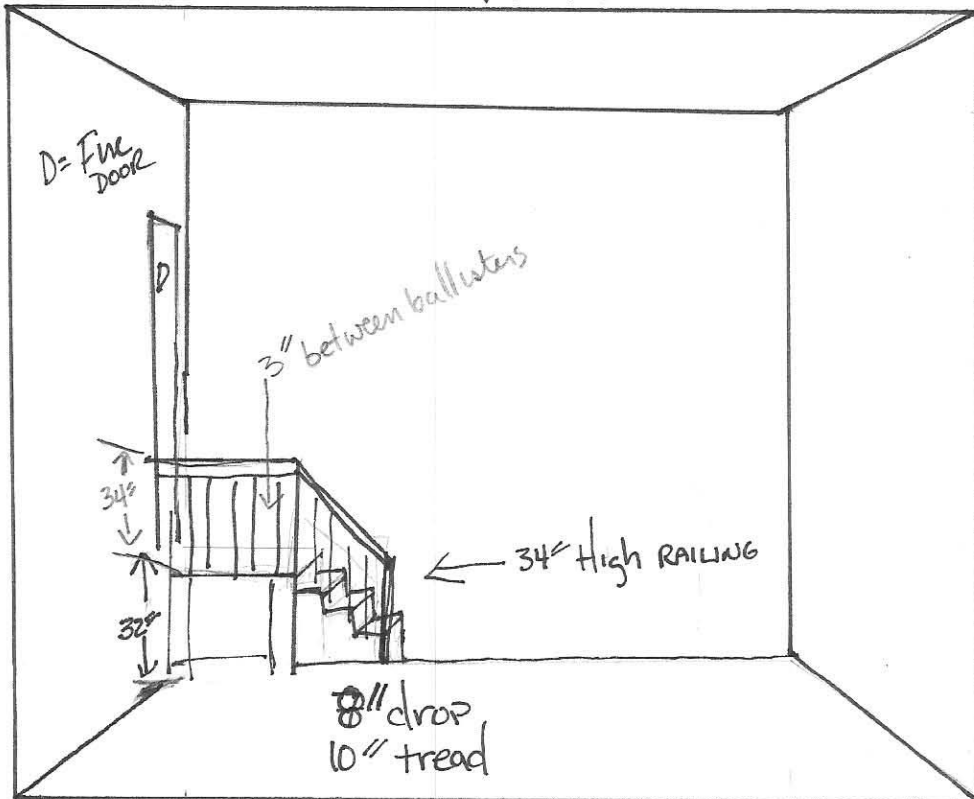
I understand that if the property is located in a historic district this application will also be reviewed by Historic Preservation. I further understand that the Building Inspections Division reserves the right to deny a fast track eligible project.

Sign Here: Vincent & Amy Litterini
Owner or Owner's Authorized Agent

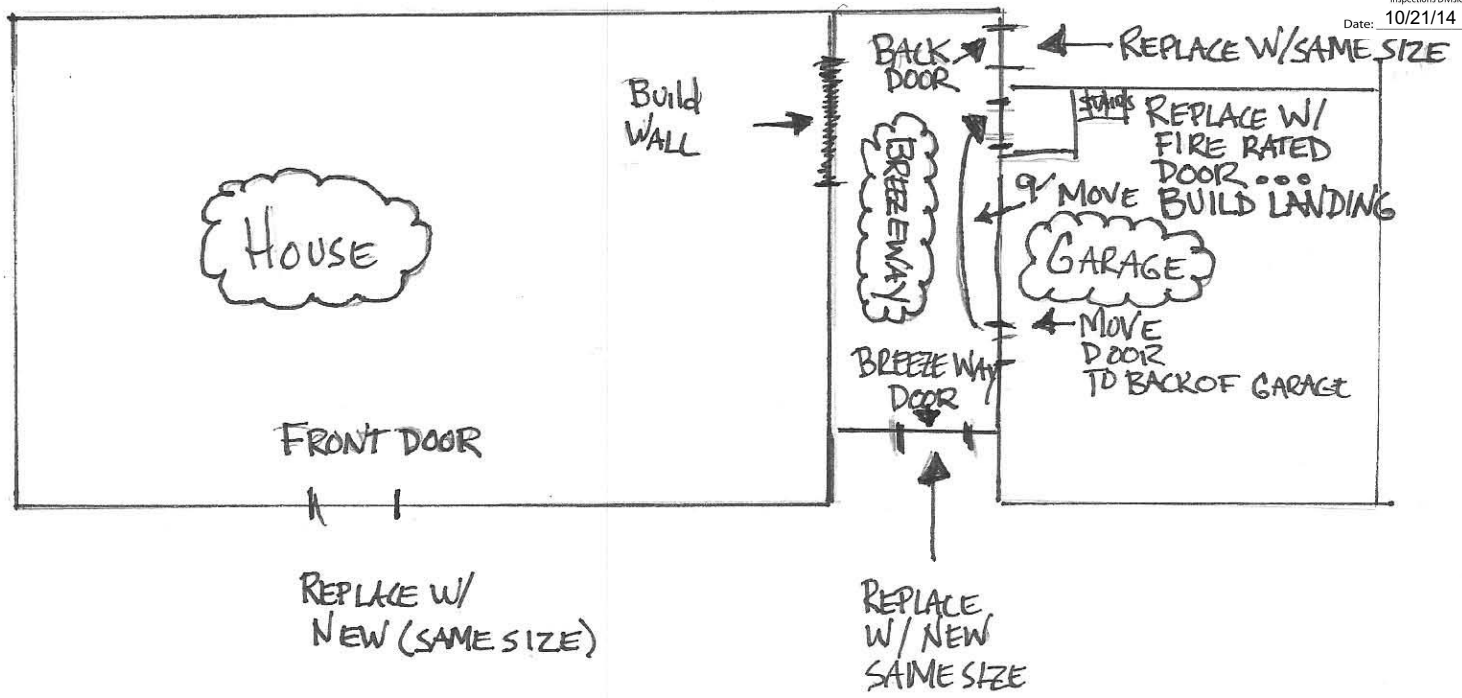
Date: 9/28/2014



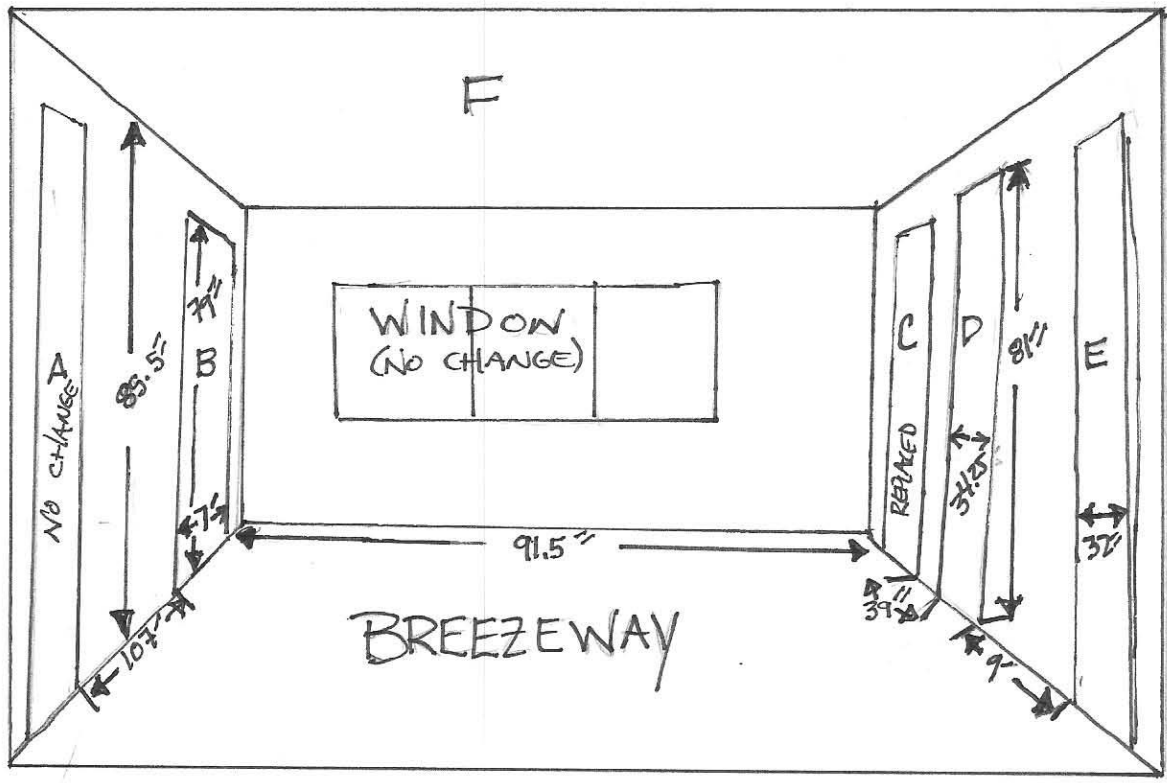
GARAGE VIEW



TOP VIEW OF HOUSE



- A = DOORWAY TO KITCHEN (NO CHANGE)
- B = WALL CLOSING OFF DINING ROOM (7' x 7' = 16" o.c. 2x4 studs)
- C = BACK DOOR: REPLACE W/ NEW SAME SIZE
- D = NEW FIRE DOOR TO GARAGE (3.0' DOOR... MOVED 9')
- E = OLD DOOR TO GARAGE (REPLACE W/ WALL)
- F = ALL PANELING REPLACED W/ SHEETROCK



BREEZEWAY VIEW