

Daphne Millay

From: Permitting and Inspections [buildinginspections@portlandmaine.gov]
Sent: Monday, January 29, 2018 3:00 PM
To: Daphne Millay
Subject: Please submit additional information and plans - 820 Stevens Avenue
Attachments: parcel map.pdf

Good afternoon Daphne,

The Inspections Division has received your permit application to convert your two family home into a three family. We have performed a preliminary completeness check of your documents.

To complete your application, please submit the following information:

1. Commercial Alteration Checklist. Please ensure that you have submitted all the information and plans requested by the Checklist that pertains to your application. You do not have to refile the General Building Permit section of the application.

The Checklist is located at this link:

1. Commercial Interior Alteration with Checklist

2. Add a measurable scale (e.g., 1/4 inch = 1 foot) to your floor plans and include dimensions. ✓

3. Please clearly mark units one, two and three and the rooms they contain on your floor plan. It is not clear from your plans, where the units are located and which rooms go with each unit. *see page 1 = unit 3*

4. Submit framing details for the wall you plan to construct - include board sizes and height of wall. = 8' high *page 2 shows all units 1-2-3*

5. If you are installing any doors or windows, please provide framing details for the doorways and window openings and submit product information for the doors/windows with dimensions. *3 5/8 studs 5/8" sheetrock*
no new doors/windows

6. Please submit a plot plan. For your convenience, I am enclosing a parcel map for your property. If I have correctly identified your property with an X, you may submit the map as your plot plan. ✓ *Thanks*

All the Best,

Stephanie

Stephanie Hampton

Permit Technician