



# 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.

<b>Address/Location of Construction:</b>		
<b>Total Square Footage of Proposed Structure:</b>		
<b>Tax Assessor's Chart, Block &amp; Lot</b> Chart#      Block#      Lot#	<b>Applicant Name:</b> Address  City, State & Zip	Telephone:  Email:
<b>Lessee/Owner Name :</b> (if different than applicant) Address:  City, State & Zip:  Telephone & E-mail:	<b>Contractor Name:</b> (if different from Applicant) Address:  City, State & Zip:  Telephone & E-mail:	Cost Of Work: \$ _____  C of O Fee: \$ <u>  N/A  </u>  Historic Rev \$ <u>  N/A  </u>  <b>Total Fees : \$</b> _____
<b>Current use (i.e. single family)</b> _____ <b>If vacant, what was the previous use?</b> _____ <b>Proposed Specific use:</b> _____ Is property part of a subdivision? ___ If yes, please name _____ <b>Project description:</b> _____		
<b>Who should we contact when the permit is ready:</b>		
<b>Address:</b>		
<b>City, State &amp; Zip:</b>		
<b>E-mail Address:</b>		
<b>Telephone:</b>		

**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 [www.portlandmaine.gov](http://www.portlandmaine.gov), 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.

<b>Signature:</b> _____	<b>Date:</b> _____
-------------------------	--------------------

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



Jeff Levine, AICP, Director  
Planning & Urban Development Department

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:

~~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),~~

**NOT APPLICABLE.  
CITY PROJECT  
FEES WAIVED**

~~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: \_\_\_\_\_

I have provided digital copies and sent them on: \_\_\_\_\_ Date: \_\_\_\_\_

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



# Certificate of Design Application

From Designer: \_\_\_\_\_

Date: \_\_\_\_\_

Job Name: \_\_\_\_\_

Address of Construction: \_\_\_\_\_

## 2009 International Building Code

Construction project was designed to the building code criteria listed below:

Building Code & Year \_\_\_\_\_ Use Group Classification (s) \_\_\_\_\_

Type of Construction \_\_\_\_\_

Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2009 IRC \_\_\_\_\_

Is the Structure mixed use? \_\_\_\_\_ If yes, separated or non separated or non separated (section 302.3) \_\_\_\_\_

Supervisory alarm System? \_\_\_\_\_ Geotechnical/Soils report required? (See Section 1802.2) \_\_\_\_\_

### Structural Design Calculations

\_\_\_\_\_ Submitted for all structural members (106.1 – 106.11)

### Design Loads on Construction Documents (1603)

Uniformly distributed floor live loads (7603.11, 1807)

Floor Area Use	Loads Shown
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**NOT APPLICABLE  
NO STRUCTURAL WORK**

- \_\_\_\_\_ Live load reduction
- \_\_\_\_\_ Roof *live* loads (1603.1.2, 1607.11)
- \_\_\_\_\_ Roof snow loads (1603.7.3, 1608)
- \_\_\_\_\_ Ground snow load,  $P_g$  (1608.2)
- \_\_\_\_\_ If  $P_g > 10$  psf, flat-roof snow load  $P_f$
- \_\_\_\_\_ If  $P_g > 10$  psf, snow exposure factor,  $C_e$
- \_\_\_\_\_ If  $P_g > 10$  psf, snow load importance factor,  $I_s$
- \_\_\_\_\_ Roof thermal factor,  $C_t$  (1608.4)
- \_\_\_\_\_ Sloped roof snowload,  $P_s$  (1608.4)
- \_\_\_\_\_ Seismic design category (1616.3)
- \_\_\_\_\_ Basic seismic force resisting system (1617.6.2)
- \_\_\_\_\_ Response modification coefficient,  $R$ , and deflection amplification factor  $C_d$  (1617.6.2)
- \_\_\_\_\_ Analysis procedure (1616.6, 1617.5)
- \_\_\_\_\_ Design base shear (1617.4, 1617.5.1)

### Wind loads (1603.1.4, 1609)

- \_\_\_\_\_ Design option utilized (1609.1.1, 1609.6)
- \_\_\_\_\_ Basic wind speed (1809.3)
- \_\_\_\_\_ Building category and wind importance Factor, (table 1604.5, 1609.5)
- \_\_\_\_\_ Wind exposure category (1609.4)
- \_\_\_\_\_ Internal pressure coefficient (ASCE 7)
- \_\_\_\_\_ Component and cladding pressures (1609.1.1, 1609.6.2.2)
- \_\_\_\_\_ Main force wind pressures (7603.1.1, 1609.6.2.1)

### Flood loads (1803.1.6, 1612)

- \_\_\_\_\_ Flood Hazard area (1612.3)
- \_\_\_\_\_ Elevation of structure

### Earth design data (1603.1.5, 1614-1623)

- \_\_\_\_\_ Design option utilized (1614.1)
- \_\_\_\_\_ Seismic use group ("Category")
- \_\_\_\_\_ Spectral response coefficients,  $S_D$  &  $S_{D1}$  (1615.1)
- \_\_\_\_\_ Site class (1615.1.5)

### Other loads

- \_\_\_\_\_ Concentrated loads (1607.4)
- \_\_\_\_\_ Partition loads (1607.5)
- \_\_\_\_\_ Misc. loads (Table 1607.8, 1607.6.1, 1607.7, 1607.12, 1607.13, 1610, 1611, 2404)



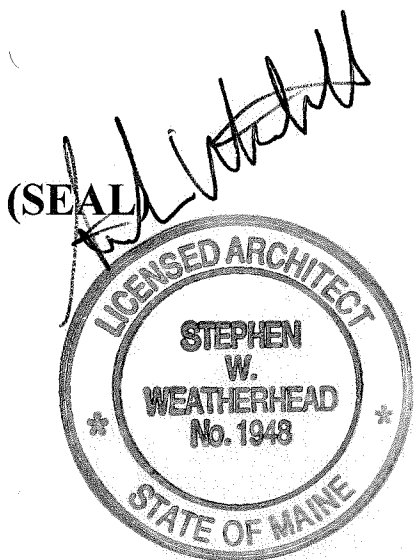
# Accessibility Building Code Certificate

Designer: Stephen Weatherhead, Winton Scott Architects

Address of Project: 250 Canco Road, Portland

Nature of Project: Minor interior office renovations & creation of new toilet /showers/dressing rooms & Locker Area

The technical submissions covering the proposed construction work as described above have been designed in compliance with applicable referenced standards found in the Maine Human Rights Law and Federal Americans with Disability Act. Residential Buildings with 4 units or more must conform to the Federal Fair Housing Accessibility Standards. Please provide proof of compliance if applicable.



Signature: *Stephen Weatherhead* Digitally signed by Stephen Weatherhead  
DN: cn=Stephen Weatherhead, o, ou,  
email=sweatherhead@wintonsscott.com, c=US  
Date: 2016.02.25 14:59:59 -05'00'

Title: Principal

Firm: Winton Scott Architects

Address: 5 Milk Street, Portland ME 04101

Phone: 207-774-4811 ext. 3

For more information or to download this form and other permit applications visit the Inspections Division on our website at [www.portlandmaine.gov](http://www.portlandmaine.gov)



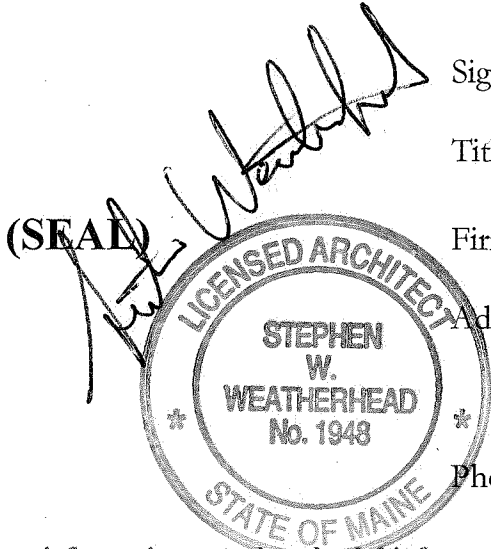
# Certificate of Design

Date: 2/25/2016

From: Stephen Weatherhead, Winton Scott Architects

These plans and / or specifications covering construction work on:  
Minor interior office renovations & creation of new toilet/shower/dressing rooms  
and new locker area.

Have been designed and drawn up by the undersigned, a Maine registered Architect / Engineer according to the **2009 International Building Code** and local amendments.



Signature: *Stephen Weatherhead*  
Title: Principal  
Firm: Winton Scott Architects  
Address: 5 Milk Street  
Portland, ME 04101  
Phone: 207-774-4811 ext. 3

Digitally signed by Stephen Weatherhead  
DN: cn=Stephen Weatherhead, o, ou,  
email=sweatherhead@wintonsscott.com, c=US  
Date: 2016.02.25 15:12:40 -0500

For more information or to download this form and other permit applications visit the Inspections Division on our website at [www.portlandmaine.gov](http://www.portlandmaine.gov)