

Portland, Maine



Yes. Life's good here.

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

## General Building Permit Application

**Project Address:** \_\_\_\_\_

**Tax Assessor's CBL:** \_\_\_\_\_ **Cost of Work: \$** \_\_\_\_\_  
Chart #                      Block #                      Lot #

**Proposed use** (e.g., single-family, retail, restaurant, etc.): \_\_\_\_\_

**Current use:** \_\_\_\_\_ **Past use, if currently vacant:** \_\_\_\_\_

**Commercial**

**Multi-Family Residential**

**One/Two Family Residential**

**Type of work (check all that apply):**

New Structure	Fence	Change of Ownership - Condo Conversion
Addition	Pool - Above Ground	Change of Use
Alteration	Pool - In Ground	Change of Use - Home Occupation
Amendment	Retaining Wall	Radio/Telecommunications Equipment
Shed	Replacement Windows	Radio/Telecommunications Tower
Demolition - Structure	Commercial Hood System	Tent/Stage
Demolition - Interior	Tank Installation/Replacement	Wind Tower
Garage - Attached	Tank Removal	Solar Energy Installation
Garage - Detached		Site Alteration

**Project description/scope of work (attach additional pages if needed):**

**Applicant Name:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Lessee/Owner Name** (if different): \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contractor Name** (if different): \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

*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:** \_\_\_\_\_

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

**Review of this application will not begin until the permit payment is received. This is not a permit. Work may not commence until the permit is issued.**

389 Congress Street/Portland, Maine 04101/ <http://portlandmaine.gov> /tel: (207) 874-8703/fax: (207) 874-8716



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**Electronic Signature and Fee Payment Confirmation**

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: [portlandmaine.gov/payyourpermit](http://portlandmaine.gov/payyourpermit)
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

**City of Portland  
Permitting and Inspections Department  
389 Congress Street, Room 315  
Portland, Maine 04101**

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**NOTE:** All electronic paperwork must be delivered to [permitting@portlandmaine.gov](mailto:permitting@portlandmaine.gov) or with a thumb drive to the office.

**If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.**