



Department of Permitting and Inspections

Shed / Accessory Structures Permit Checklist & Application

(Residential single story detached structures not exceeding 200 Sq. Ft.)

(Commercial & multifamily detached structures not exceeding 120 Sq. Ft. used as tool & storage sheds)

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 <http://www.portlandmaine.gov/756/Codes-Regulations-Ordinances>

One complete application packet includes:

- The application page filled out in its entirety and signed, e mail address required
- A plot plan detailing the shape and dimension of the property, footprint of the existing and proposed structure(s), and the distance from the actual property lines on all 4 sides of all structures. (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.)
- All documents and plans to be submitted as electronic files (PDF format as required)
- Proof of ownership is required if it is inconsistent with the assessor's records
- Supply one of the following which includes the length, width and height of the shed:
 - a. A copy of the brochure from the manufacturer showing a picture & structure of the shed.
 - b. A picture or sketch/plan of the proposed shed/structure

Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.

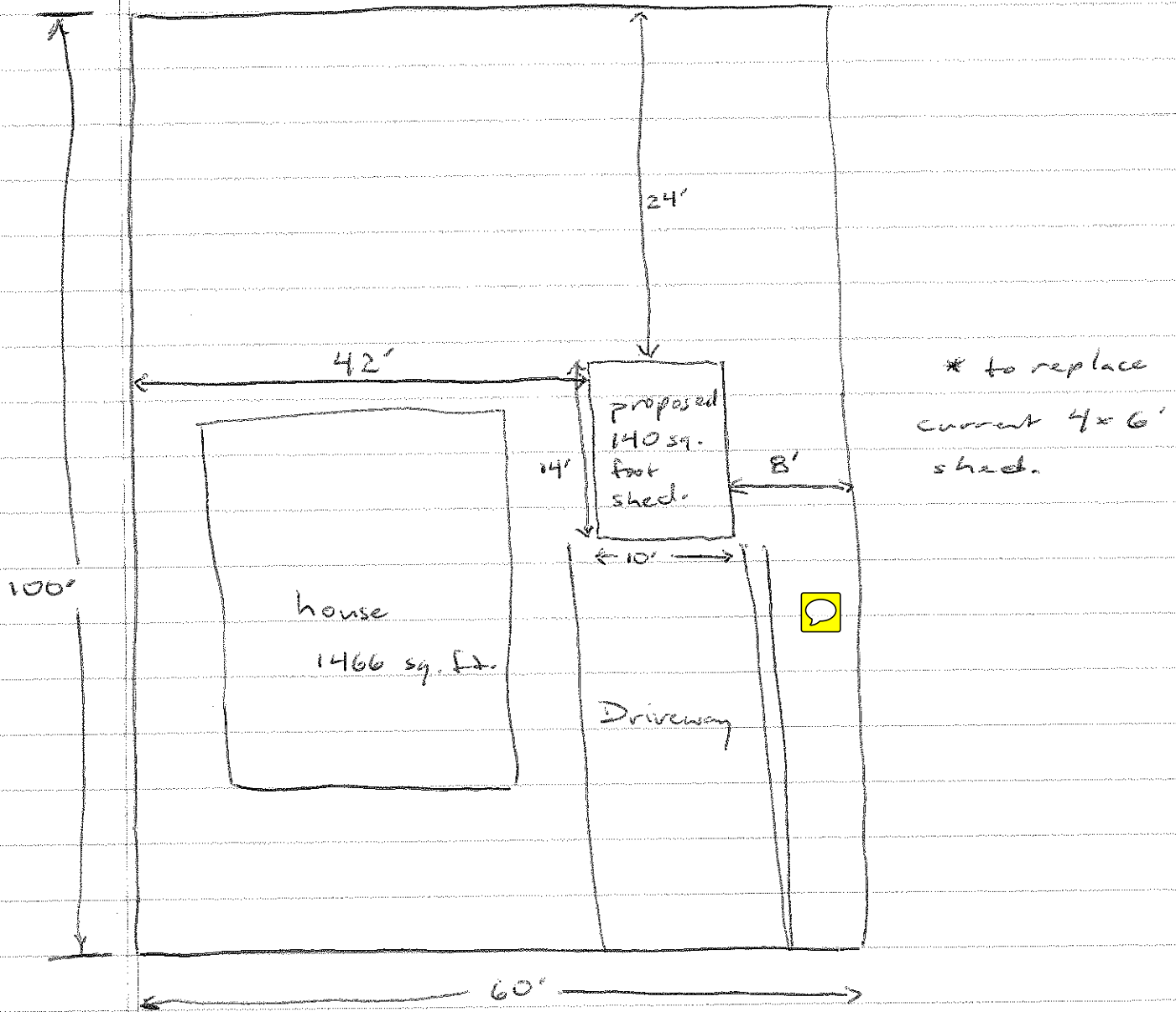
↳ identical roof pitch - no transom window on proposed shed.

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 \$1,000.00 construction cost, \$15.00 every additional \$1,000.00 cost

This is not a Permit; you may not commence any work until the Permit is issued.

49 Murray Street
Frost / Roche - site plan



- 2x4 framing
- 12/12 roof with 2x6 ~~trusses~~ trusses 16" on center
- 4" thick non-litoid reinforced concrete slab.
- OSB sheathing
- 30 yr. architectural shingles.



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: <u>49 Murray Street, Portland</u>		
Total Square Footage of Proposed Structure: <u>144</u>		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>159 D001 001</u> Book/page: <u>31669/265</u> <u>159-D-1-2 49-51</u>	Applicant Name: <u>Sue Roche</u> Address <u>49 Brian Frost</u> <u>Murray St.</u> City, State & Zip <u>Portland ME 04103</u>	Telephone: <u>831-2803</u> <u>Brian Frost 2002</u> Email: <u>@hotmail.com</u>
Lessee/Owner Name: (if different than applicant) Address: City, State & Zip: Telephone E-mail:	Contractor Name: <u>McLellan</u> (if different from Applicant) Address: <u>Renovations</u> City, State & Zip: <u>Westbrook</u> Telephone <u>749-6358</u> <u>mcLellan renovations @</u> E-mail: <u>g-nail.com</u>	Cost of Work: <u>\$ 8,500.00</u> C of O Fee: <u>\$ 100.</u> Historic Rev \$ _____ Total Fees: <u>\$ 100.</u>
Current Use (i.e. single family) <u>single family</u>		
If vacant, what was the previous use? <u>N/A</u>		
Proposed Specific use: <u>Accessory shed</u>		
Is property part of a subdivision? If yes, please Name <u>No</u>		
Project description: <u>Construct a 140 sq. foot (10 x 14) shed to replace</u> <u>current shed. 2 x 4 construction; 12/12^{roof} pitch; set on 4" monolithic concrete slab.</u>		
Who should we contact when the permit is ready: <u>owner - Sue Roche, Brian Frost</u>		
Address: <u>49 Murray St.</u>		
City, State & Zip: <u>Portland, ME 04103</u>		
E-mail Address: <u>brian.frost.2002@hotmail.com</u>		
Telephone: <u>831.2803</u>		

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 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 Department of Permitting and Inspections on-line at www.portlandmaine.gov, or stop by the 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: [Signature] Date: 6/28/16

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

Acknowledgment of Code Compliance Responsibility- Fast Track Project



I, Brian Frost am the owner or duly **authorized owner's agent** of the property listed below
Print Legal Name

49 Murray Street Portland ME 04103
Physical Address

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

140 square foot shed with 8' high walls, 12/12 pitch
roof set on a 4" thick monolithic reinforced concrete slab.
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
Owner or Owner's Agent
responsibility for compliance with all applicable codes, bylaws, rules and regulations.

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. BF INITIAL HERE

Sign Here: Brian Frost
Owner or Owner's Authorized Agent

Date: 6-23-16

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
- 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)
- 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:


Owner or Owner's Authorized Agent

Date:

6/28/16



Department of Permitting and Inspections

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 that 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 selections below.

1. Once the complete application package has been received by us, and entered into the system
2. You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the process.
3. You then have the following four (4) payment options:

- provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment
- 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
Department of Permitting and Inspections
389 Congress Street, Room 315
Portland, Maine 04101**

By signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via e-mail. **No work shall be started until I have received my permit.**

Applicant Signature:  Date: 6/28/16

I have provided digital copies and sent them on: Date: 6/28/16

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



Estimate

6.21.16

Frost02

Brian Frost
Portland, ME

Estimate Total: \$8,500

10' x 14' Shed Estimate

Specs:

- 4" concrete slab
- 2x4x8 walls 16" on center
- 7/16 OSB plywood wrapped in Typar
- 2x8 rafters 16" on center, 12 pitch
- 8" overhang on all 4 sides of roof
- 5/8 OSB plywood sheathing
- Grace Ice & Water on entire roof
- 30-yr architectural shingles (will match house shingles)
- Ivy green siding to match house

Notes:

- Entry door still be discussed and decided upon (\$500 has been budged in estimate for door)

ESTIMATE TOTAL:

\$8,500

