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Permitting and Inspections Department
Approved with Conditions
07/23/2018

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

One- and Two-Family Addition/Alteration Checklist

(Including shed, deck, accessory structure, pool, change of use and amendment)

Applications shall be submitted online via the Citizen Self Service portal. Refer to the attached documents for complete instructions. The following items shall be submitted (please check and submit all items)**:**

- ☑ **One- and Two-Family Additions/Alterations Checklist** (this form)
- ☑ **A plot plan** drawn to scale, showing the shape and dimensions of the lot, shapes and dimensions of all existing and proposed structures including distance from property lines, location and dimension of all parking areas and driveways (required for any additions to the footprint or volume of the structure, any new or rebuilt structures or accessory detached structures)
- ☐ **Proof of Ownership** (e.g. deed, purchase and sale agreement) if the property was purchased within the past six months

Applications for pools shall also include the following:

- ☐ **A complete set of plans** with structural details, dimensions and a cross section showing the slope and depth ratios (for in-ground pools)
- ☐ **Design specifications** from the manufacturer (for above ground pools)
- ☐ **Details of required barrier protection** including the design of fencing, gates, latches, ladders or audible alarms (if applicable), and showing the location and construction detail for all features. This information can often be obtained from the manufacturer.

Applications for sheds for storage only and 200 square feet or less shall also include the following:

The length, width and height of the structure as described in:

- ☐ A copy of the brochure from the manufacturer; or
- ☐ A picture or sketch/plan of the proposed shed/structure

Applications for additions, alterations and detached accessory structures shall also include the following information per the IRC 2009 *(As each project has varying degrees of complexity and scope of work for repairs, alterations and renovations, some information may not be applicable. Please check and submit only those items that are applicable to the proposed project.)***:**

NOTE: All plan shall be drawn to a measurable scale (e.g., 1/4 inch = 1 foot) and include dimensions.

- ☐ Floor plans with dimensions - existing and proposed
- ☐ Elevations with dimensions – existing and proposed
- ☐ Foundation plan with footing/pier (sonotube) size and location
- ☐ Cross sections with framing material (foundation anchor size/spacing, rebar, drainage, damp proofing, floors, walls, beams, ceilings, rafters etc.)
- ☐ Detail new wall/floor/ceiling partitions including listed fire rated assemblies and continuity
- ☐ Window and door schedules including dimensions, and fire rating
- ☐ Stair details, including dimensions of rise/run, head room, guards/handrails, and baluster spacing
- ☐ Insulation (R-factors) of walls, ceilings and floors and the heat loss (U-factors) of windows
- ☐ Indicate location of egress windows and smoke/carbon monoxide detection
- ☐ Deck construction including pier layout, framing, fastenings, guards, handrails, and stair dimensions

Separate permits are required for internal & external plumbing, electrical installations, heating, ventilating and air conditioning (HVAC) systems and appliances.

BUILDING PERMIT SUPPLEMENT

Important Lead-Safe Building Practices & Resources

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If you're working on homes, schools or day care centers built pre-1978, you now must be EPA Lead-Safe Certified.

Avoid risk of government fines and civil liability, plus gain competitive advantage as a lead-safe certified contractor.

Submit an application to certify your firm for five years. A one-day Renovation, Repair and Painting (RRP) class will also certify your renovators for five years.

Lead is toxic to adults and especially to children living in a home. Improper removal of lead paint may also poison the person removing it and their family.

- ✓ Keep others, especially children and pregnant women, out of the work area.
- ✓ Keep all dust contained inside the work space. Create barriers between the work area and living space.
- ✓ Protect yourself and your workers from dust and debris.
- ✓ Clean up dust in lead-safe ways.

RESOURCES

Maine DEP (general lead information)…… www.state.me.us/rwm/lead; (800) 452-1942
Renovation Repair Painting Classes (RRP)… www.maine.gov/dep/rwm/trainingcal.shtml
Information for Landlords…… www.maine.gov/dep/rwm/lead/landlords.html

This program is made possible with funding from the Lead Poisoning Prevention Fund, State of Maine.

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Dear Applicant,

Beginning March 19, 2018, all building permits shall be submitted online via the City of Portland's Citizen Self Service (CSS) portal. Online submission of permit applications will help to streamline the application intake process and will improve transparency for the permitting process. In order to submit an application, you will need to register with CSS using a valid e-mail address. Refer to the instructions on the Citizen Self Service homepage, or via the links at the bottom of this page. Please verify that you have selected the correct permit type and checklist and that you have compiled all the required drawings and documents before beginning the application process.

Please note that our format for application submissions has changed. All application documentation shall be compiled into two PDF files-- one file containing all drawing sheets and a second PDF file containing all supporting documentation. Refer to the Requirements for Electronic Submissions for specific instructions on how to prepare your application submission and to the appropriate checklist for required submission items. The review of your application will not begin until a complete application has been submitted and the permit fee has been paid in full. Work may not commence until the permit has been issued.

If you have questions, please contact the Permitting and Inspections Department at (207) 874-8703 or permitting@portlandmaine.gov. Thank you in advance for your patience as we transition to a new and improved permitting system.

For more information:

How to Apply for a Permit
How to Register with CSS
Permit Type Guide
Requirements for Electronic Submissions
Citizen Self Service

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How to Apply for a Permit

All permit applications shall be submitted online through the City of Portland's Citizen Self Service (CSS) portal. Online submissions will streamline the application intake process and will allow for greater transparency for applicants during the permit review process. You will be able to view the progress of your permit application, pay invoices, resubmit files and request inspections through CSS. Before submitting an application, please read the instructions below:

1. To begin, review the Permit Type Guide to determine the appropriate permit type and work class for your project.
2. Once you have determined the correct permit type, refer to the corresponding submission checklist and instructions for that permit type.
3. Compile all the required drawings and documentation as listed on the checklist into two PDF files (one file containing all drawing sheets and one file for all supporting documentation).
4. Go to the CSS website to apply for your permit. If you have not registered with CSS, see the instructions for registering, here.
5. Once you have logged in to CSS, go to Apply and select the correct permit type. For a full list of all permit types, select All, under Permits.
6. Select Apply, next to the correct permit type. This will take you to the online application form.
7. Complete the form. All fields with a red asterisk are required.
    a. To add a location, click on the plus sign and search for the project address. If the address cannot be found in the search, go to the City's Parcel Map Viewer, to find the correct parcel address (this may be different than your street address or mailing address. Please input a parcel address that is recognized by the system to avoid delays in the intake process). For the Search function, entering less in the Search box will return more results.
    b. To add a Contact, click the plus sign under the appropriate contact type and search.
    c. Complete all other relevant and required fields and click Next. Once you've completed all pages of the form, you will have the opportunity to review the information before submitting. Once submitted, you cannot change your application information.
8. After reviewing your application information, click Submit. You will receive an e-mail confirming receipt of your application.
9. Permitting staff will review your application for completeness. You will be notified via e-mail if any items are missing. Upload requested items via CSS Attachments.
10. When the application is complete, you will receive an e-mail directing you to CSS to pay your invoice.
11. Once payment is received, your permit will go into review.

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Requirements for Electronic Submissions

In order to ensure a timely review of the application, please read and follow the requirements below for all submissions:

- **Initial submission files shall be submitted via the Citizen Self Service portal. Before submitting an application, review How to Apply for a Building Permit.**
- **Submissions should include two PDF files—one file containing all drawing sheets and one file containing all other supporting documents.** Only PDF files are acceptable for plan review. Files should be labeled either "Drawings" or "Documents" with the project address included in the file name.
- **Drawing files shall be bookmarked with names based on the drawing sheet number and name.** It is recommended to include a Category/Discipline letter (such as A for Architectural), a sheet number and a descriptive title (e.g., A1 Existing Exterior Elevation).
- **A graphic scale or a scale to reference shall be included on each drawing sheet.**
- **Plans prepared by a design professional shall include a Code Analysis sheet**, referencing the Maine Uniform Building and Energy Code and Portland City Code, Chapter 10 – Fire Prevention and Protection, which includes NFPA 1, Fire Code and NFPA 101, Life Safety Code. Chapter 10 of the City Code can be viewed at: http://www.portlandmaine.gov/citycode/chapter010.pdf.
- **Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.**
- **Corrections made by City of Portland plan reviewers will be available for the applicant to view by logging into CSS and selecting "eReviews".**
- **Revisions submitted in response to plan review comments should be uploaded directly in eReview by logging into CSS, going to the permit record and selecting eReviews.**

For further information and to access PDF versions of this and other forms, visit the Permitting and Inspections Department online at **http://portlandmaine.gov/1728/Permitting-Inspections**.

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FAST TRACK ELIGIBLE PROJECTS

SCHEDULE B

(Please note: The appropriate Submission Checklist and General Building Permit Application must be submitted with any Fast Track application.)

Type of Work:

- [x] One/two family renovations within existing shell, including interior demolition and windows.
- [ ] One/two family HVAC, including boiler, furnace, heating appliance, pellet or wood stove.
- [ ] One/two family exterior propane tank.
- [ ] Commercial HVAC for boiler, furnace, and heating appliance.
- [ ] Commercial HVAC system with structural and mechanical stamped plans.
- [ ] Commercial interior demolition – no load bearing demolition.
- [ ] Temporary outdoor tents and stages less than 750 square feet.
- [ ] Temporary construction trailer.

Zone: R3

Shoreland zone?	○ Yes	◉ No
Stream protection zone?	○ Yes	◉ No
Historic district?	○ Yes	◉ No
Flood zone (if known)?	○ Yes	◉ No

This information may be found on the city's online map portal at:
http://click.portlandmaine.gov/gisportal/

I certify that (all of the following must be initialed for this application to be accepted)**:**

	Initials
• I am not expanding the building, including footprint, floor area, or dormer.	AC
• I am the owner or authorized owner's agent of the property listed below.	AC
• I am aware that this application will not be reviewed for determination of the zoning legal use and the use may not be in compliance with City records.	AC
• I assume responsibility for compliance with all applicable codes, bylaws, rules and regulations.	AC
• I assume responsibility for scheduling inspections of the work as required, and agree that the inspector may require modifications to the work completed if it does not meet applicable codes.	AC

Project Address: 448 Ocean Avenue

Print Name: Aaron Cartterfield Date: 5/18/2018

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

HELEN WATTS ENGINEERING, PLLC
455 Litchfield Road
Bowdoin, ME 04287
(207) 522-9366 · fax (207) 666-3920
hcwatts@gwi.net

June 14, 2018

Aaron Cartterfield
Maine Solar Solutions
245 Brown Road
Durham ME 04222

Re: Reinhard Residence, 448 Ocean Avenue, Portland, Maine, HCW Project No. 17-001

Dear Aaron:

At your request, I have reviewed photos and sketches you made of the structure of the roof of the Reinhard Residence at 448 Ocean Avenue in Portland, Maine, for the support of an additional load from solar panels. The panels to be installed are manufactured by Iron Ridge and weigh 2.6 psf per their panel report for this project for the installed system. The structure was built around 1932 and is a wood -framed garage with a wood rafter-framed roof with eaves and ceiling/collar ties at mid-height on the rafters. Additional framing has been added around the dormer and the two added skylights. No signs of structural distress or charring were observed. The roof is not subjected to sliding or drifting snow from other roofs, and the roof will not shed snow by sliding or drifting off the panels onto other roofs or over an entrance door; the front entrance door to the house is below the dormer. The rafter attachment for uplift at the heel was not viewed and is assumed to be adequate; the added dead load of the panels will reduce uplift at this point.

The roof/ceiling dead load with panels is assumed to be 17.7 psf including a possible added ceiling for future attic living space. The ground snow load is 50 psf per http://snowload.atcouncil.org/. The panels will be installed close to the roofing surface, and in the plane of the existing surface. This will minimize retained snow. The panels provide a slippery surface, and will therefore shed snow better than the asphalt shingle roofing which is presently on the structure as shown in the Portland Assessor's Database. In Portland, with an expected 35 psf roof snow load, this will reduce the live load on the roof to 24.5 psf at the panels, which more than offsets the added 2.6 psf dead load, including the factors for the longer duration of the dead load. The existing ceiling joists appear to be providing an adequate lateral connection against spreading at the eaves.

Thank you for the opportunity to provide engineering services to you. Please call me if you have further questions.

Yours truly,

Helen C. Watts, P.E.
Principal
HWE\ *C:\Users\Helen\Documents\HWE\Maine Solar Solutions\2018\Deblois Portland\21 Deblois Portland ME Solar.docx*

STATE OF MAINE
HELEN C. WATTS
No. 5261
LICENSED PROFESSIONAL ENGINEER