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Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 04/21/17

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)

**All applications shall include the following** (please check and submit all required items):

- [x] **One- and Two-Family Additions/Alterations Checklist** (this form)
- [x] **General Building Permit Application** completed
- [x] **A plot plan** 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:**

- [x] **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.)*:

- [ ] Floor plans with dimensions - existing and proposed
- [ ] Elevations with dimensions – existing and proposed
- [ ] Foundation plan with footing/pier (sonotube) size and location
- [x] 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.**

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# General Building Permit Application

**Project Address:** 5 Brookside Road

**Tax Assessor's CBL:** _____ _____ _____ (Chart # / Block # / Lot #) **Cost of Work: $** 2500

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

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

planning to cut foundation out to put in larger windows (2) 54 x 30 and window wells landscaped with pressure treated wood

**Applicant Name:** Michella Canning **Phone:** (207) 256 - 3294

**Address:** 5 Brookside Road **Email:** Michellacanning at G-Mail.com

**Lessee/Owner Name** (if different): _____ **Phone:** (____) _____ - _____

**Address:** _____ **Email:** _____

**Contractor Name** (if different): Paul McAllen **Phone:** (207) 776 - 3232

**Address:** PO Box 10035 Portland ME 04104 **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: Paul McAllen **Date:** 2/1/2017

**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.**

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# Requirements for Electronic Submissions

In order to ensure the most expedient review of your application, please meet the requirements below for all electronic submissions:

- **Drawings sheets shall be submitted individually-- each PDF file shall contain no more than one drawing sheet.** Only PDF files are acceptable for plan review, and each file shall not exceed 5MB in size.*

- **Drawing files shall be named 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).

- **Revised file submissions must use the exact same file name as originally submitted.** The Electronic Plan Review software will recognize this submission as Version 2.

- **Supporting documents shall be submitted as an individual PDF file for each document (these documents may be multi-page PDF files) and named based on the document type** (e.g., "Deed", "Stormwater Report", "Permit Application", etc.). Searchable PDF files are requested for calculations, reports and other supporting documents.

- **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 National Fire Protection Association (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.

- **Files shall be submitted via email to permitting@portlandmaine.gov. The email subject line shall include the project address and type of permit.** Multiple emails may be sent for one project if the files exceed the maximum file size.

- **Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.**

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.**

*To download a free version of Adobe Acrobat Reader, please visit: https://get.adobe.com/reader/

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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
- 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: Paul McAllen Date: 2/1/2017

I have provided electronic copies and sent them on: Date:_____

**NOTE:** All electronic paperwork must be delivered to 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.**