

Building Inspections - Re: 9 Kineo Street - new project application

From: Building Inspections
To: Lauren Reiter
Date: 7/29/2015 12:45 PM
Subject: Re: 9 Kineo Street - new project application
CC: Dave Cleaves; Glenna Irvine

Lauren, all permits go through the same review process. This permit has a number of different parts to it. The fast tracking is only for 1 job per permit application. Breaking it down, the only thing that could qualify for this job would've been the One/Two Family renovation/rehabilitation (within the existing shell). Constructing the dormer negates this item as well. All reviewed, this permit cannot be fast tracked.

1. Construction of a front porch
AND
2. Minor interior renovations (not just demo), with stairs and partitions.
AND
3. Dormer (outside of existing shell.)

So this permit application will be reviewed in the normal review process, which can take an average of 30 business days. You can review the status of your permit on line:

<http://www.portlandmaine.gov/792/Permit-Status>

When you go on line to review, you see what we see. So after 30 business days, please feel free to look for a progress, again, you see what we see. Once the permit has been issued, it will be sent to the e-mail address on record.

>>> Lauren Reiter <laurenjreiter@yahoo.com> 7/29/2015 11:22 AM >>>

Please advise on progress of this Fast-Track application. I left a message yesterday but did not receive a reply. thanks,
Lauren Reiter

Reiter Architecture & Design

Lauren J. Reiter, RA, LEED AP
 P.O. Box 275 / 56 Fox Lane
 Brooklin, ME 04616
tel. 207.359.2300 / *cel.* 917.502.2225
fax. 207.359.4951 / laurenjreiter@yahoo.com

From: Building Inspections <buildinginspections@portlandmaine.gov>
To: Lauren Reiter <laurenjreiter@yahoo.com>
Cc: Glenna Irvine <glennairvine@benchmarkmaine.com>; Dave Cleaves <dcleaves74@yahoo.com>
Sent: Friday, July 17, 2015 7:44 AM
Subject: Re: 9 Kineo Street - new project application

We received your payment; thank you.

Now that payment has been made, the permit will begin the review process. Once the permit has been issued, it will be delivered to the e-mail address on record. You can review permit

status on line: <http://www.portlandmaine.gov/792/Permit-Status> (Please reference the address or Permit ID # notated on the invoice.)

This is not an approval of your permit. Work cannot commence until the permit is issued.

>>> Building Inspections 7/16/2015 10:38 AM >>>

The Inspections Division has received your application, has done a preliminary completeness check of your documents and entered the application in our system. Payments can be made by mail, in person, or online at [Pay your Invoice](#). Please reference the Application ID number when submitting your payment. This number is found at the top of your invoice.

Your total amount due is: **\$ 652.00.**

>>> Lauren Reiter <laurenjreiter@yahoo.com> 7/13/2015 9:55 AM >>>

please find the revised application and drawings with revised naming. please note that I have included the signed application, as well as the "live" application, since the formatting of the application doesn't allow longer name/address/etc. to print out in a pdf of the app.

the HVAC app. will follow separately.

please confirm that all of this is accepted.
thank you,
Lauren

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fax.207.359.4951 / laurenjreiter@yahoo.com

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To: Lauren Reiter <laurenjreiter@yahoo.com>
Cc: Glenna Irvine <glennairvine@benchmarkmaine.com>; Dave Cleaves <dcleaves74@yahoo.com>
Sent: Monday, July 13, 2015 8:46 AM
Subject: Re: 9 Kineo Street - new project application

yes. Any HVAC work requires an HVAC permit.

>>> Lauren Reiter <laurenjreiter@yahoo.com> 7/13/2015 8:36 AM >>>

thanks (Lannie?) for the quick response. last time I submitted a Fast Track App for a similar type of project, I was told it had to be accompanied by the Level 1 Minor...App, but it's no problem - will submit the other app. Also, have always labeled drawings with address, but will change that as well.

Re the HVAC app: we are simply switching from an oil-fired unit to a gas-fired. Does this still require the separate app?

thanks,

Lauren

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To: Lauren Reiter <laurenjreiter@yahoo.com>
Cc: Glenna Irvine <glennairvine@benchmarkmaine.com>; Dave Cleaves <dcleaves74@yahoo.com>
Sent: Monday, July 13, 2015 8:08 AM
Subject: Re: 9 Kineo Street - new project application

Lauren

First, you used the wrong permit application. The level 1 minor residential application states you use it for:

1. a brand new structure, single or two family (from the ground up) OR
2. Adding an additional dwelling unit to an already existing 2 family or above.

You aren't doing either. If this is a single family home, you would use the only residential permit application available. Please submit the correct application (Residential alterations & additions.)

Second, the names of your documents (especially plans) should not have any extraneous names, addresses or data in them. Please re-name your plans (at least) and take the address out of them and re-submit.

Finally, you show in your fast track form that you are doing HVAC;
 NOTE: HVAC is a totally separate application.

Once we get a completed application package we will enter it. Please see attached for further information regarding the process. Thank you.

>>> Lauren Reiter <laurenjreiter@yahoo.com> 7/12/2015 12:33 PM
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To Building Inspections:

Please find attached the documents for permit application for a renovation project at 9 Kineo Street, Portland. The attachments include 7 drawings (1/2-sized when printed at 11"x17"), the Level 1 Minor Res. Permit application and the Fast Track application. The nature of this renovation is applicable for a Fast Track permit. All drawings and applications are dated 7/12/15.

Please let me know when the project has been entered so that the owner, Glenna Irvine, can call in a credit card payment for the fee.

Please let me know if any further information is needed.

thank you,
Lauren Reiter

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