

**Department of Permitting and Inspections**

Demolition of a Structure Permit Application Checklist

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.

One (1) complete application must include:

- 4 Completion of the Demolition Call List
- 4 Written notice to adjoining owners (copy of each)
- 4 A photo(s) of the structure to be demolished
- 4 A plot plan or site plan of the property
- Certification from an asbestos abatement company (if required)
- 4 Electronic files in PDF format are also required (separate PDFs-per document-and named appropriately)

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

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 or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

Permit Fee: \$25.00 for the first \$1000.00 construction cost, \$15.00 per additional \$1000.00 cost

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



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: 10/27/16

I have provided digital copies and sent them on:

Date: 10/27/16

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



Demolition Call List & Requirements



Reviewed for Code Compliance
Inspections Division
Approved with Conditions
10/31/16

Site Address: 43 Wellwood Road, Portland 04103

Owner: Soren deNiord/Tobin Scipion Date: 10/31/16

Structure Type: garage

Contractor: Rob Barrett, BarrettMade

Utility Approvals

Number

Contact Name/Date

Central Maine Power	1-800-750-4000	<u>9/16/16, work order #10300282829</u>
Unitil	1-207-541-2533	<u>N/A</u>
Portland Water District	761-8310	<u>N/A</u>
Dig Safe	1-888-344-7233	<u>9/27/16</u>

After calling Dig Safe, you must wait 72 business hours before digging can begin.

DPW/ Traffic Division	874-8891	<u>N/A</u>
DPW/ Sealed Drain Permit	874-8822	<u>N/A</u>
Historic Preservation	874-8726	<u>N/A</u>
DEP – Environmental (Augusta)	287-2651	<u>N/A</u>

Additional Requirements

- 1) Written notice to adjoining owners
- 2) A photo of the structure(s) to be demolished
- 3) A plot plan or site plan of the property
- 4) Certification from an asbestos abatement company
- 5) Electronic files in pdf format are also required in addition to hard copy

Permit Fee: \$25.00 for the first \$1000.00 construction cost, \$11.00 per additional \$1000.00 cost

All construction and demolition debris generated in Portland must be delivered to Riverside Recycling Facility at 910 Riverside Street. Source separated salvage materials placed in specifically designated containers are exempt from this provision. For more information call @ 874-8467.

U.S. EPA Region 1 – No Phone call required. Just mail copy of State notification to:

Demo / Reno Clerk
US EPA Region I (SEA)
JFK Federal Building
Boston, MA 02203

I have contacted all of the necessary companies/departments as indicated above and attached all required documentation

Signed: 

Date: 10/27/16

For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov