

Project Address: 88 Berkshire Rd.		
Total Square Footage of Proposed Structure/Area: 1536 sq. ft.	Area of lot (total sq. ft.): Garage: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Attached <input checked="" type="checkbox"/> Detached <input type="checkbox"/> Sq. Ft.: 576	Number of Stories: 2 Number of Bathrooms: 1 1/2 Number of Bedrooms: 3
Tax Assessor's Chart, Block & Lot(s):		
Chart# 163f	Block # F	Lot # 9
Current legal use: _____		
Number of Residential Units 1		
If vacant, what was the previous use? _____		
Is property part of a subdivision? _____ If yes, please name _____		
Project Description: New Single family construction w/3BD, 1 1/2 baths 2 Car attached garage		
APPLICANT - (must be owner, Lessee or Buyer)		
Name: Jarod Robie	Work # 892-0650	
Business Name, if applicable: Robie Contracting, Inc.	Home# -	
Address: P.O. Box 1508	Cell # 831-3582	
City/State: Windham, Me Zip Code: 04062	e-mail: jarodrobie@hotmail.com	
OWNER INFORMATION - (if different from Applicant)		
Name: Mike Wilson	Work # 523-5479	
Address: 44 Bay St.	Home# -	
City/State: Portland, Me. Zip Code: 04103	Cell # 605-5000	
	e-mail: mwilson@rmsmortgage.com	
CONTRACTOR INFORMATION:		
Name: Robie Contracting, Inc.	Contact when Building Permit is Ready:	
Address: P.O. Box 1508	Name: Jarod Robie	
City/State: Windham, Me. Zip Code: 04062	Phone Number: 831-3582	
Phone Number: 831-3582	e-mail: jarodrobie@hotmail.com	
e-mail: jarodrobie@hotmail.com		

ENGINEER INFORMATION: Name: <i>Bruce Macleod</i> Address: <i>90 Bridge St, Suite 252</i> City/State: <i>Westbrook, me</i> Zip Code: <i>04092</i>	Engineer Contact Information E-mail: <i>bruce.w.macleod@gmail.com</i> Home #: Work #: <i>839-0980</i> Cell #: Fax#: <i>839-0980</i>
SURVEYOR INFORMATION: Name: <i>Wayne T. Wood + Co.</i> Address: <i>30 Wood Drive</i> City/State: <i>Gray, me.</i> Zip Code: <i>04039</i>	Surveyor Contact Information E-mail: <i>wtwco@secure-speed.net</i> Home #: Work #: <i>657-3330</i> Cell #: Fax#:
ARCHITECT INFORMATION: Name: <i>Drafting and Design</i> Address: <i>824 Roosevelt Trail #114</i> City/State: <i>Windham, me.</i> Zip Code: <i>04062</i>	Architect Contact Information E-mail: <i>jmcnulty44@yahoo.com</i> Home #: <i>—</i> Work #: <i>—</i> Cell #: <i>420-7411</i> Fax#:

DEVELOPMENT REVIEW FEES:

Payment may be made in cash, credit card or check addressed to the City of Portland.

Level I Minor Residential Site Plan	Fees Paid:
1. Application Fee - \$300.00	\$ <u>300.00</u>
2. Inspection Fee - \$100.00 (for site plan inspection by the Planning Division)	\$ <u>100.00</u>
3. Certificate of Occupancy Fee - \$100.00	\$ <u>100.00</u>
4. Building Permit (Cost of Work) (\$180,000) (\$25 + \$11 x 179 = \$1,994)	\$ <u>1,994.00</u>
Total Due:	\$ <u>2,494.00</u>
Building Permit Fee - \$25 for the first \$1,000 construction cost - \$11 every additional \$1,000.	
Performance Guarantee - Exempt except for those projects that complete construction in the winter and the site work is incomplete.	

Please submit all of the information outlined on the applicable Checklist, shown on Page 4 and 5 of this Application. In addition, a CD or PDF (e-mailed to buildinginspections@portlandmaine.gov) of the entire Application, including all plans, must be submitted with the Application. Failure to do so may result in the automatic denial of your permit.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14), which includes the Subdivision Ordinance (Section 14-491) and the Site Plan Ordinance (Section 14-521). Portland's Land Use Code is on the City's web site: www.portlandmaine.gov Copies of the ordinances may be purchased through the Planning Division. All of the information on the checklist must be submitted for review. The applicant must check off the items contained in the application package to ensure the application is complete.

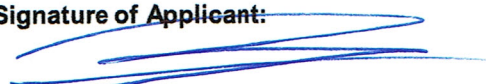
Property Taxes:

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 a permit of any kind is accepted.

Separate Permits:

Separate permits are required for internal and external plumbing, HVAC, and electrical installations.

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 Planning Authority and Code Enforcement'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 of Applicant: 	Date: 12/3/15
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This is not the permit - you may not commence any work until the permit is issued.

A CD or PDF of the entire application, including all plans, must be submitted with the

General Submittal Requirements – Level I Minor Residential			
Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
<input type="checkbox"/>		2	Completed application form and check list.
<input type="checkbox"/>		1	Application fees.
<input type="checkbox"/>		2	Evidence of right, title and interest.
<input type="checkbox"/>		2	Copies of required state and/or federal permits.
<input type="checkbox"/>		2	Written Description of existing and proposed easements or other burdens.
<input type="checkbox"/>		2	Written requests for waivers from individual site plan and/or technical standards.
<input type="checkbox"/>		2	Written summary of fire safety (referencing NFPA fire code and Section 3 of the City of Portland Technical Manual). Refer to Fire Department Checklist on page 6 of this application.

application. (e-mail to buildinginspections@portlandmaine.gov)



Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

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 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 opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

Within 24-48 hours, upon receipt of an e-mailed invoice from Building Inspections, which signifies that my electronic permit application and corresponding paperwork have been received, determined complete, entered by an administrative representative, and assigned a permit number, I then have the following four (4) payment options:

- provide an on-line electronic check or credit/debit card (we now accept American Express, Discover, VISA, and MasterCard) payment (along with applicable fees beginning July 1, 2014),
- 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, Inspections Division
389 Congress Street, Room 315
Portland, Maine 04101

Once my payment has been received, this then starts the review process of my permit. **After all approvals have been met and completed, I will then be issued my permit via e-mail.** No work shall be started until I have received my permit.

Applicant Signature: _____

Date: _____

I have provided digital copies and sent them on: _____

Date: _____

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