## Portland, Maine



## Yes. Life's good here.

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

# **General Building Permit Application**

Tax Assessor's CBL:	Cost of V	/ork: \$	
	y, 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	Fence	Change of Ownership - Condo	Conversior
Addition	Pool - Above Ground	Change of Use	
Alteration	Pool - In Ground	Change of Use - Home Occupa	tion
Amendment	Retaining Wall	Radio/Telecommunications Eq	uipment
Shed	Replacement Windows	Radio/Telecommunications To	wer
Demolition - Structure	Commercial Hood System	Tent/Stage	
Demolition - Interior	Tank Installation/	Wind Tower	
Garage - Attached	Replacement Tank Removal	Solar Energy Installation	
Garage - Detatched		Site Alteration	
Project description/scope of	work (attach additional pages if n	eeded):	
Applicant Name:		Phone: ()	
Applicant Name:			
Applicant Name:Address:		Phone: () Email:	
Applicant Name:Address:		Phone: () Email:	
Applicant Name:Address:	ent):	Phone: () Email: Phone: ()	
Applicant Name:  Address:  Lessee/Owner Name (if different):  Contractor Name (if different):	ent):	Phone: () Email: Phone: () Email:	
Applicant Name:  Address:  Lessee/Owner Name (if different):  Address:  Contractor Name (if different):  Address:  hereby certify that I am the owner of the owner to make in addition, if a permit for work described.	ent):	Phone: ()	that I have urisdiction. I have the

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 submissions:

- All applications must be submitted electronically via e-mail to permitting@portlandmaine.gov. Paper applications will not be accepted.
- 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 <u>exact same file name</u> 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:
  <a href="http://www.portlandmaine.gov/citycode/chapter010.pdf">http://www.portlandmaine.gov/citycode/chapter010.pdf</a>.
- Files shall be submitted via email to <u>permitting@portlandmaine.gov</u>. 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 <a href="http://portlandmaine.gov/1728/Permitting-Inspections">http://portlandmaine.gov/1728/Permitting-Inspections</a>.

<sup>\*</sup>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:	Date:
I have provided electronic copies and sent themon:	Date:

**NOTE:** All electronic paperwork must be delivered to <a href="mailto:permitting@portlandmaine.gov">permitting@portlandmaine.gov</a> 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.