

**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:**

- Completion of the Demolition Call List
- Written notice to adjoining owners (copy of each)
- A photo(s) of the structure to be demolished
- A plot plan or site plan of the property
- Certification from an asbestos abatement company (if required) *N/A*
- 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](http://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: 9-6-2016

I have provided digital copies and sent them on:

Date: 9-8-2016

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



# General Building Permit Application

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 permits of any kind are accepted.

Address/Location of Construction: <u>249 Stevens Ave, Portland</u>		
Total Square Footage of Proposed Structure: <u>N/A</u>		
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <u>177      C008001</u>	Applicant Name: <u>Joseph Paulus</u> Address <u>431 Brighton Ave #2</u> City, State & Zip <u>Portland, ME 04102</u>	Telephone: <u>207-776-1437</u>  Email: <u>Josephpaulus@hotmail.com</u>
Lessee/Owner Name: <u>—</u> (if different than applicant) Address:  City, State & Zip:  Telephone:  E-mail:	Contractor Name: <u>—</u> (if different from Applicant) Address:  City, State & Zip:  Telephone:  E-mail:	Cost of Work: <u>\$ 3,000.00</u>  C of O Fee: \$ _____  Historic Rev \$ _____  Total Fees: \$ _____
Current Use (i.e. single family) <u>not useable</u>		
If vacant, what was the previous use? <u>shed</u>		
Proposed Specific use: <u>vacant land</u>		
Is property part of a subdivision? If yes, please Name <u>N/A</u>		
Project description: <u>Demolish existing structure, remove debris, Clean up site, and leave land vacant</u>		
Who should we contact when the permit is ready: <u>Brigitte Paulus</u>		
Address: <u>431 Brighton Ave #2</u>		
City, State & Zip: <u>Portland ME 04102</u>		
E-mail Address: <u>brigitte.m.paulus@gmail.com</u>		
Telephone: <u>207-749-4363</u>		

Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.

In order to be sure the City fully understands the full scope of the project, the 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 Department of Permitting and Inspections on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), or stop by the office, room 315 City Hall or call 874-8703.

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: <u>[Signature]</u>	Date: <u>9-6-2016</u>
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This is not a permit; you may not commence ANY work until the permit is issued.



# Demolition Call List & Requirements

Site Address: 249 Stevens

Owner: Joseph W. Paulus

Structure Type: Carriage house

Contractor: —

## Utility Approvals

Utility Approvals	Number	Contact Name/Date
✓ Central Maine Power	1-800-750-4000	<u>Bob 8/18/16</u>
✓ Until	1-207-541- <sup>2502</sup> <del>2533</del>	<u>Mark Ailen 8/29/16</u>
✓ Portland Water District	761-8310	<u>Sonyq Foster 8/17/16</u>
✓ Dig Safe <u>mon after 4pm 8/22/16</u>	1-888-344-7233	<u>Tricia 8/17/16</u>

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

DPW/ Traffic Division	874-8891 <u>ok</u>	<u>Jeremiah Bretlett, 5/11/16</u>
DPW/ Sealed Drain Permit	874-8822 <u>ok</u>	<u>Carol Merritt 5/10/16</u>
Historic Preservation	874-8726 <u>ok</u>	<u>Deb Andrews 5/9/16</u>
DEP – Environmental (Augusta)	287-2651 <u>ok</u>	<u>Sandy Morby 5/10/16</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: [Signature]

Date: 9-6-2016

For more information or to download this form and other permit applications visit the Inspections Division on our website at [www.portlandmaine.gov](http://www.portlandmaine.gov)