## 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)
Z	A photo(s) of the structure to be demolished
V	A plot plan or site plan of the property
	Certification from an asbestos abatement company (if required)
Z	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 <a href="https://www.portlandmaine.gov">www.portlandmaine.gov</a>, 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:

I have provided digital copies and sent them on:

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

all approvals have been met and completed, I will then be issued my permit and it will be sent via email. No work shall be started until I have received my permit.

Applicant Signature:

Date: 9-6-2016

By signing below, I understand the review process starts only once my payment has been received. After

NOTE: All electronic paperwork must be delivered to <a href="mailto:buildinginspections@portlandmaine.gov">buildinginspections@portlandmaine.gov</a> or by physical means ie; a thumb drive or CD to the office.



Signature:

General Building Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property

Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 177 C008001  Lessee/Owner Name: f different than applicant) Address: City, State & Zip Contractor Name: f different than applicant) Address: City, State & Zip: City, State & Zip: Telephone Telephone  E-mail: Current Use (i.e. single family) Total Fees: \$  Corposed Specific use:  Vacant land spriper land spriper land spring then Ave #2  Total Fees: \$  Idress:  Yatal Prighten Ave #2  Total Fees: \$  Idress: Yatal Prighten Ave #2  Total Fees: \$  The phone  Total Fees: \$  Total	Address/Location of Construction: 2  Total Square Footage of Proposed Struc	ture: N/A	or rarea
Contractor Name: (if different than applicant)   Address:   Cost of Work:   3,000   Address:   Cost of Work:   Cost of Work:   Address:   E-mail:   E-mai	Chart# Block# Lot#	Applicant Name: Joseph Paul Address 431 Reighten Ave #2	Fensile
City, State & Zip:  Telephone  Telephone  Telephone  Telephone  Telephone  Total Fees: \$  Total	if different than applicant)	(if different from Applicant)	Cost of Work: 5. 3, 000
E-mail:  E-mail:  E-mail:  E-mail:  E-mail:  E-mail:  Total Fees: \$  E-mail:  Total Fees: \$  E-mail:  Total Fees: \$  E-mail:  Total Fees: \$  In the sequence of the subdivision of the subdivision? If yes, please Name	<u>.</u>	City, State & Zip:	
Current Use (i.e. single family)  Not useable  If vacant, what was the previous use?  Shed  Proposed Specific use: Vacant land  s property part of a subdivision? If yes, please Name	-		Total Fees: \$
Proposed Specific use: Vacant land s property part of a subdivision? If yes, please Name what Project description: Demolish Raisting structure, remove debris, Clean up site, and leave land vacant hos should we contact when the permit is ready: Brigitte Paulus lidress: 431 Brighten Ave #2  ty, State & Zip: Portland ME 04102  mail Address: brigitte. m. paulus & gmail.com  lephone: 207-749-4363  Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.  order to be sure the City fully understands the full scope of the project, the Department may request additional formation prior to the issuance of a permit. For further information or to download copies of this form and oth policiations visit the Department of Permitting and Inspections on-line at www.portlandmaine.gov, or stop by the office of the project of the owner of record authorizes the posed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agrees covered work and that I have been authorized by the owner to make this application as his/her authorized agent. I agrees covered to the certify that the Code Official's authorized representative shall have the authority to enter all areas covered than the code Official's authorized representative shall have the authority to enter all areas covered to the certify that the Code Official's authorized representative shall have the authority to enter all areas covered to the certify that the Code Official's authorized representative shall have the authority to enter all areas covered to the certification.			
Proposed Specific use: Vacant land s property part of a subdivision? If yes, please Name			
roject description: Demolish existing structure, remove debris, Clean up site,  and leave and vacant  ho should we contact when the permit is ready: Brigitte Paulus  diress: 431 Brighten Ave #2  ty, State & Zip: Portland ME 04102  mail Address: brigitte.m. paulus & gmail.com  dephone: 207-749-4363  Please submit all of the information outlined on the applicable checklist. Failure to do so  causes an automatic permit denial.  order to be sure the City fully understands the full scope of the project, the Department may request additional formation prior to the issuance of a permit. For further information or to download copies of this form and oth polications visit the Department of Permitting and Inspections on-line at <a href="https://www.portlandmaine.gov">www.portlandmaine.gov</a> , or stop by the official or all 874-8703.  ereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the posed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this applications as the posed work and that I have been authorized by the owner to make this application as his/her authorized in this application. In addition, if a permit for work described in this applications as the posed work and that I have been authorized by the owner to make the authority to enter all agrees covered the posed work and that I have the official's authorized representative shall have the authority to enter all agrees covered the posed work and that I have the code Official's authorized representative shall have the authority to enter all agrees covered the posed work and that I have the code Official's authorized representative shall have the authority to enter all agrees covered the posed work and that I have the authority to enter all agrees covered the posed work and the code Official's authorized representative shall have the authority to ent	-		
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permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.	conform to all applicable laws of this juris ssued, I certify that the Code Official's autho	by the owner to make this application as his sdiction. In addition, if a permit for wor prized representative shall have the author;	wher authorized agent. I agree it described in this application to enter all areas covered by

This is not a permit; you may not commence ANY work until the permit is issued.

9-6-2016



# Demolition Call List & Requirements

	Can List &	Requirements					
Site Address: 249 Stevens	Ov	oner: Joseph W. Paulus					
Structure Type: Chriage house	Со	Contractor:					
Utility Approvals	Number	Contact Name/Date					
Kentral Maine Power	1-800-750-4000	Bob 8/18/16					
<b>∕</b> Onitil	<b>25°2</b> 1-207-541- <del>2533</del>	Mark Allen 8/29/16					
Portland Water District	761-8310	Sonya Foster 8/17/18					
Dig Safe mon after	1-888-344-7233	Tricia 8/17/86					
After calling Dig Safe, you must wait 72 business hours before digging can begin.							
DPW/ Traffic Division	874-8891 ok	Jeremiah Bartlett, 5/11/10					
DPW/ Sealed Drain Permit	874-8822 <b>5K</b>	Carol Merritt 5/10/16					
Historic Preservation	874-8726 <b>k</b>	Deb Andrews 5/9/16					
DEP – Environmental (Augusta)	287-2651 ok	Sandy Mordy 5/10/16					
Additional Requirements		/ 0					
1) Written notice to adjoining owners							
2) A photo of the structure(s) to be den	2) A photo of the structure(s) to be demolished						
3) A plot plan or site plan of the proper							
4) Certification from an asbestos abaten	4) Certification from an asbestos abatement company						
5) Electronic files in pdf format are also	• •						
Permit Fee: \$25.00 for the first \$1000.00 co	onstruction cost, \$11	.00 per additional \$1000.00 cost					
All construction and demolition debris ge Facility at 910 Riverside Street. Source s containers are exempt from this provision	enerated in Portland eparated salvage m	must be delivered to Riverside Recycling					
U.S. EPA Region 1 – No Phone call required. Jus	t mail copy of State not	ification to:					
Demo / Reno Clerk US EPA Region I (SEA) JFK Federal Building Boston, MA 02203							
I have contacted all of the necessary comprequired documentation.	oanies/departments	as indicated above and attached all					
Signed: WM	Date	: 9-6-2016					
English of the state of the sta							

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