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

Portland, Maine — Yes. Life's good here.

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:

- [x] Completion of the Demolition Call List
- [x] Written notice to adjoining owners (copy of each)
- [x] A photo(s) of the structure to be demolished
- [x] A plot plan or site plan of the property
- [–] Certification from an asbestos abatement company (if required) N/A
- [x] 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.

*389 Congress Street * Portland Maine 04101-3509 * Phone: (207) 874-8703 * Fax: (207) 874-8716*
http://www.portlandmaine.gov * E-Mail: buildinginspections@portlandmaine.gov

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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 or by physical means ie; a thumb drive or CD to the office.

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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: 249 Stevens Ave, Portland		
Total Square Footage of Proposed Structure: N/A		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 177 C008001	**Applicant Name:** Joseph Paulus Address 431 Brighton Ave #2 City, State & Zip Portland, ME 04102	Telephone: 207-776-1437 Email: josephpaulus@hotmail.com
Lessee/Owner Name: — (if different than applicant) Address: City, State & Zip: Telephone E-mail:	**Contractor Name:** — (if different from Applicant) Address: City, State & Zip: Telephone E-mail:	Cost of Work: $ 3,000 00 C of O Fee: $ Historic Rev $ Total Fees: $

Current Use (i.e. single family) not useable

If vacant, what was the previous use? shed

Proposed Specific use: vacant land

Is property part of a subdivision? If yes, please Name N/A

Project description: Demolish existing structure, remove debris, clean up site, and leave land vacant

Who should we contact when the permit is ready:	Brigitte Paulus
Address:	431 Brighton Ave #2
City, State & Zip:	Portland ME 04102
E-mail Address:	brigitte.m.paulus@gmail.com
Telephone:	207-749-4363

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, 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: [signature] **Date:** 9-6-2016

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

Demolition Call List & Requirements

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Site Address: 249 Stevens

Owner: Joseph W. Paulus

Structure Type: carriage house

Contractor: —

Utility Approvals	Number	Contact Name/Date
✓Central Maine Power	1-800-750-4000	Bob 8/18/16
✓Unitil	1-207-541-~~2533~~ 2502	Mark Allen 8/29/16
✓Portland Water District	761-8310	Sonya Foster 8/17/16
✓Dig Safe mon after 4pm 8/22/16	1-888-344-7233	Tricia 8/17/16

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

DPW/ Traffic Division	874-8891 ok	Jeremiah Bartlett, 5/11/16
DPW/ Sealed Drain Permit	874-8822 ok	Carol Merritt 5/10/16
Historic Preservation	874-8726 ok	Deb Andrews 5/9/16
DEP – Environmental (Augusta)	287-2651 ok	Sandy Mardy 5/10/16

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:** 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