Inspections Division
Date: 06/02/14

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

Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

Residential Additions/Alterations 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.

The Maine Home Construction Contracts Act requires that any home construction or repair work for more than $3000. in materials or labor must be based on a written contract unless the parties agree to exempt themselves. A sample contract is available on the City's website at www.portlandmaine.gov, in the Inspection Office, Room 315 of Portland City Hall or call (207)874-8703 to have one mailed to you.

One (1) complete set of construction drawings must include:

- [ ] Cross sections w/framing details
- [ ] Floor plans and elevations existing & proposed
- [ ] Detail removal of all partitions & any new structural beams
- [ ] Detail any new walls or permanent partitions
- [ ] Stair details including dimensions of: rise/run, head room, guards/handrails, baluster spacing
- [ ] Window and door schedules
- [ ] Foundation plans w/required drainage and damp proofing (if applicable)
- [ ] Detail egress requirements and fire separation/sound transmission ratings (if applicable)
- [ ] Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IEEC 2009
- [x] Deck construction including: pier layout, framing, fastenings, guards, stair dimensions
- [ ] Electronic files in pdf format are also required
- [ ] Proof of ownership is required if it is inconsistent with the assessors records

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

there are any additions to the footprint or volume of the structure, any new or rebuilt structures or, accessory detached structures a plot plan is required. A plot must include:

- [x] The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines. Structures include decks, porches; bow windows, cantilever sections and roof overhangs, sheds, pools, garages and any other accessory structures must be shown with dimensions if not to scale.
- [ ] Location and dimensions of parking areas and driveways
- [ ] A change of use may require a site plan exemption application to be filed.

Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may 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 visit us on-line at www.portlandmaine.gov, stop by the Building Inspections office, room 315 City Hall or call 874-8703.

Permit Fee: $30.00 for the first $1000.00 construction cost, $10.00 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/planning/buildinsp.asp * E-Mail: buildinginspections@portlandmaine.gov

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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: 163 Stevens Ave.

Total Square Footage of Proposed Structure: 37sq'

Tax Assessor's Chart, Block & Lot	**Applicant Name:** Elizabeth Knortz	Telephone:
Chart# 178 Block# E007 Lot# [redacted] 001	Address 1025 Carpenter St. City, State & Zip Philadelphia, Pa. 19147	215-596-9111 Email: hancockpnd@gmail.c
Lessee/Owner Name: (if different than applicant) Address: City, State & Zip: Telephone & E-mail:	**Contractor Name:** Louis Chanese (if different from Applicant) Address: P.O. Box 444 City, State & Zip: South Casco, Me. 04077 Telephone & E-mail: 207-653-2748 - Ldchanese@hot	Cost Of Work: $ 2985.00 C of O Fee: $ 50.00 Historic Rev $ — **Total Fees :** $ 50.00

Current use (i.e. single family) Single Family
If vacant, what was the previous use? _____
Proposed Specific use: open masonry porch entrance
Is property part of a subdivision? ___ If yes, please name _____
Project description:
Replacing wooden 4' x 6' with an open masonry porch 4' x 8'6"

Who should we contact when the permit is ready: Louis Chanese
Address: P.O. Box 444
City, State & Zip: South Casco, Me. 04077
E-mail Address: Ldchanese@hotmail.com
Telephone: 207-653-2748

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 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.

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: 5/10/2014 Louis Chanese **Date:** 5/10/14

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