

# PORTLAND MAINE

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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 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 opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are *paid in full* to the Inspections Office, City of Portland Maine by method noted below:

Within 24-48 hours, upon receipt of an e-mailed invoice from Building Inspections, which signifies that my electronic permit application and corresponding paperwork have been received, determined complete, entered by an administrative representative, and assigned a permit number, I then have the following four (4) payment options:

to provide an on-line electronic check or credit/debit card (we now ac and MasterCard) payment (along with applicable fees beginning July 1,	-
all the Inspections Office at (207) 874-8703 and speak to an ad credit/debit card payment over the phone,	lministrative representative to provide a
hand-deliver a payment method to the Inspections Office, Room 315, P	ortland City Hall,
or deliver a payment method through the U.S. Postal Service, at the following	owing address:
City of Portland Inspections Division 389 Congress Street, Room 315 Portland, Maine 04101	
Once my payment has been received, this then starts the review process of my pand completed, I will then be issued my permit via e-mail. No work shall be started to the complete of the compl	
Applicant Signature:	Date:
I have provided digital copies and sent them on:	Date:

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



## HVAC / Power Equipment 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.

	oor plan that includes structural details, size and dimensions of the floor the equipment is going e installed.			
☐ Info	rmation on how the unit is being vented & hanging details if appropriate.			
	ils of the specific equipment being installed; ie; specifications and any heating technical specifications. n this information can be obtained from the manufacturer's spec sheet or retail advertisements.			
	ot plan showing the shape and dimension of the lot, with the distance from the actual property lines, the principal structure.			
Proo	of of ownership is required if it is inconsistent with the assessors records.			
All HVAC installations must be conducted in compliance with the IRC 2009 Building Code				
Separate per	mits are required for plumbing and electrical installations, as required.			
Separate per	emits are also required based on different properties (different Chart, Block and Lot.)			
Permit F	Fee: \$25.00 for the first \$1000.00 construction cost, \$11.00 per additional \$1000.00 cost			

This is not a Permit; you may not commence any work until the Permit is issued.



#### FILL IN AND SIGN WITH INK

## Application for Heating, Ventilation, Air Condition (HVAC) Cooking or Power Equipment

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To the Inspector of Buildings, Portland Maine:

The undersigned hereby applies for a permit to install the following HVAC, cooking or power equipment in accordance with the Laws of Maine, the Building Code of the City of Portland, and the following specifications:

Address/CBL:		Use of B	Building: Date:		
Name and Address of Owner: _					
Phone Number Owner:	_	E-Mail: Owner:			
Name and Address of Installer:					
Phone Number Installer:	E-Mail: Installer:				
Location of Appliance:  Basement  Attic  Type of Fuel:		Floor Roof	Type of Venting: (Plan required for submittal)    Masonry Lined  Factory Built:  Metal  Factory Built UL Listing:		
□ Gas	□ Oil	$\square$ Solid	☐ Direct Vent  Type: UL #:		
Appliance Name:			# of Tanks:		
UL Approved: ☐ Yes ☐ No  Will appliance be installed in accordance with the manufacturer's installation instructions? ☐ Yes ☐ No			Type of Fuel Tank:  ☐ Gas ☐ Oil  Size of Tank:		
Type of License of Installer:  Master Plumber #:			Distance from tank to center of flame:		
Solid Fuel #:					
Oil #:			Cost of Work: \$		
Gas #:					
Other:			Permit Fee: \$		
Signature of Installer:			<b>E:Mail</b> :		