



# 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.

<b>Address/Location of Construction:</b> 118 COLONIAL ROAD, PORTLAND ME 04102		
<b>Total Square Footage of Proposed Structure:</b>		N/A
<b>Tax Assessor's Chart, Block &amp; Lot</b> Chart# 192 Block# K Lot# 73	<b>Applicant Name:</b> CRAIG PEPPER Address 30 LUCKYS RUN City, State & Zip STANDISH ME, 04084	Telephone: 1-207-415-6913 Email: CRAIG@SHAUNACO.INC.COM
<b>Lessee/Owner Name:</b> LAURIE LATHAM (if different than applicant) Address: 118 COLONIAL ROAD City, State & Zip: PORTLAND, ME Telephone: 1-207-775-6357 E-mail: LAURIE.LATHAM@KL.COM	<b>Contractor Name:</b> (if different from Applicant) SAME AS ABOVE Address: City, State & Zip: Telephone:	Cost Of Work: \$ 12,000.00 C of O Fee: \$ _____ Historic Rev \$ _____ Total Fees : \$ _____
<b>Current use</b> (i.e. single family) SINGLE FAMILY		
<b>If vacant, what was the previous use?</b> _____		
<b>Proposed Specific use:</b> _____		
Is property part of a subdivision? ___ If yes, please name _____		
<b>Project description:</b> AMENDMENT TO PERMIT ID 2015-01527 BUILDING NEEDED STRUCTURAL REPAIR - WORK HAS BEEN DONE PER PLANS		
<b>Who should we contact when the permit is ready:</b> Craig PEPPER		
<b>Address:</b> 30 LUCKYS RUN		
<b>City, State &amp; Zip:</b> STANDISH ME 04084		
<b>E-mail Address:</b> CRAIG@SHAUNACO.INC.COM		
<b>Telephone:</b> 1-207-415-6913		

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 <http://www.portlandmaine.gov/754/Applications-Fees> 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: Craig Pepper Date: 8/4/2015

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



# PORTLAND MAINE

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Jeff Levine, AICP, Director  
Director of Planning and Urban Development

Tammy Munson  
Director, Inspections Division

### **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 accept American Express, Discover, VISA, and MasterCard) payment (along with applicable fees beginning July 1, 2014),
- 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,
- or deliver a payment method through the U.S. Postal Service, at the following 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 permit. **After all approvals have been met and completed, I will then be issued my permit via e-mail.** No work shall be started until I have received my permit.

Applicant Signature: Craig Peltz Date: 8/4/2015

I have provided digital copies and sent them on: Craig Peltz Date: 8/4/2015

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.

**Room 315 - 389 Congress Street- Portland, Maine 04101 (207) 874-8703 - Fax: 874-8716 - TTY: 874-8936**