Commercial Interior & Change of U
Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as y
application package will ensure your package is complete and will help to expedite the permittir

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 11/04/15

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

Note: Construction documents for costs in excess of $50,000.00 must be prepared by a Design Professional and bear their seal.

- ■ Cross sections w/framing details
- ■ Detail of any new walls or permanent partitions
- ■ Floor plans and elevations elevations do not apply
- ■ Window and door schedules door information on plan
- ■ Complete electrical and plumbing layout. submitted with MEP permit
- ■ Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review submitted with MEP permit
- ■ Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IEEC 2009 n/a interior renovation only
- ■ Proof of ownership is required if it is inconsistent with the assessors records.
- ■ Reduced plans or electronic files in PDF format are required.
- ■ Per State Fire Marshall, all new bathrooms must be ADA compliant.

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

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including: N/A

- ☐ The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines.
- ☐ Location and dimensions of parking areas and driveways, street spaces and building frontage.
- ☐ Dimensional floor plan of existing space and dimensional floor plan of proposed space.

A Minor Site Plan Review is required for any change of use between 5,000 and 10,000 sq. ft. (cumulatively within a 3-year period)

Building Inspections Division · 389 Congress Street · Portland, Maine 04101 · (207) 874-8703 · FACSIMILE (207) 874-8716 · TTY (207) 874-8936