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Inspections Division
Date: 10/27/16

Department of Permitting and Inspections

Shed / Accessory Structures Permit Checklist & Application

(Residential single story detached structures not exceeding 200 Sq. Ft.)
(Commercial & multifamily detached structures not exceeding 120 Sq. Ft. used as tool & storage sheds)

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 http://www.portlandmaine.gov/756/Codes-Regulations-Ordinances

One complete application packet includes:

- [x] The application page filled out in its entirety and signed, e mail address required
- [x] A plot plan detailing the shape and dimension of the property, footprint of the existing and proposed structure(s), and the distance from the actual property lines on all 4 sides of all structures. (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.)
- [x] All documents and plans to be submitted as electronic files (PDF format as required)
- [ ] Proof of ownership is required if it is inconsistent with the assessor's records N/A
- [x] Supply one of the following which includes the length, width and height of the shed:
  a. A copy of the brochure from the manufacturer showing a picture & structure of the shed.
  b. A picture or sketch/plan of the proposed shed/structure

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: $25.00 for the first $1,000.00 construction cost, $15.00 every additional $1,000.00 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

Inspections Division

Date: 10/27/16

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: 284 Capisic St		
Total Square Footage of Proposed Structure: 100 sq. ft		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 224 A002001	**Applicant Name:** Jessica Roy Address 284 Capisic St City, State & Zip Portland, ME 04102	Telephone: 207-318-3461 Email: jessica.roy@wexinc.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: $ 4000.00 C of O Fee: $ ∅ Historic Rev $ ∅ Total Fees: $ 4000.00

Current Use (i.e. single family) replace existing shed 10x10

If vacant, what was the previous use? N/A

Proposed Specific use: replace existing 10x10 shed for storage

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

Project description: replace existing 10x10 shed

Who should we contact when the permit is ready:	Jessica Roy
Address:	284 Capisic St.
City, State & Zip:	Portland, ME 04102
E-mail Address:	jessica.roy@wexinc.com
Telephone:	207-318-3461

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: 10-12-16

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