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

Inspections Division

Date: 02/09/18

Permitting and Inspections Department
Michael A. Russell, MS, Director

Heating, Ventilating, Air Conditioning (HVAC) or Power Equipment Application and Checklist

(Including roof top chillers, mini/multi split heat pumps, ERV's and fuel fired heating appliances)

The following items shall be submitted:

- ☐ HVAC Application (this form), completed
- ☐ A plot plan showing the size and dimension of the lot, location of buildings, location of all exterior HVAC equipment and distance from property lines
- ☐ Proof of ownership (if inconsistent with the assessor's records)

Additional information is required, as applicable, pertaining to the type of system or installation:

- ☐ Floor and roof plans with dimensions, including location of all equipment and appliances and clearances
- ☐ Ductwork including steel gauge, supply/exhaust lines, diffusers, smoke and fire damper locations
- ☐ Product and equipment details (e.g., model number, dimensions, weight, heating/cooling specifications--provide the manufacturer's specification manual or cut sheets)
- ☐ Structural framing modifications, equipment mounting and hanging details
- ☐ Venting materials, clearances, number of flues and exhaust termination location

Project Address: 25 Sandy Terrace **Current use of building:** Primary Residence

Tax Assessor's CBL: 224 (Chart #) B (Block #) 020 (Lot #) **Cost of Work: $** 750

Owner Name: Steve and Gloria Sclar **Phone:** 410-236-5855

Address: 25 Sandy Terrace **Email:** stevesclar@gmail.com

Installer Name: Steve Sclar **Phone:** 410-236-5855

Address: 25 Sandy Terrace **Email:** _____

Type of Installation: Pellet Stove **Exhaust CFM** NA **Supply CFM** NA

Duct Smoke Detection (If supply is over 2,000 CFM) NA **Furnace BTU/hour input** NA

Location of Appliance: Second Floor ☐ ☐ ☐ ☐

Fuel or Power Source: ☐ Gas ☐ Oil ☐ Electric ☐ Wood ☑ Pellets

Appliance Name: Castle Serenity Pellet Stove

Name of Listed Approval Entity (e.g., UL Approval**):** ASTM E2779-2010, ASTM E2515-2011, UL 1482, ASTM E1509, UCL/ORD-C1482-M1990, UCL S627-2000, and E2779

Installer License type (master plumber, oil, gas, etc.): _____ License #: _____

Type of Venting:

- ☑ Masonry Lined
- ☑ Metal
- ☐ Direct Vent
- ☑ Factory Built: Insulated SS Line Listing #: UL 1777

Type of Fuel Tank:

- ☐ Propane
- ☐ Oil
- ☐ K1
- ☑ N/A

Number of tanks: _____ **Size of tank**: _____ **Distance from tank to center of flame:** _____

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 State laws and codes and the 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: _____ Date: 1/31/2018

This is not a permit. Work may not commence until the permit is issued.
Separate permits are required for plumbing and electrical installations, as required.

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Requirements for Electronic Submissions

In order to ensure the most expedient review of your application, please meet the requirements below for all submissions:

- **All applications must be submitted electronically via e-mail to permitting@portlandmaine.gov.** Paper applications will not be accepted.
- **Drawings sheets shall be submitted individually-- each PDF file shall contain no more than one drawing sheet.** Only PDF files are acceptable for plan review, and each file shall not exceed 5MB in size.*
- **Drawing files shall be named based on the drawing sheet number and name.** It is recommended to include a Category/Discipline letter (such as A for Architectural), a sheet number and a descriptive title (e.g., A1 Existing Exterior Elevation).
- **Revised file submissions must use the exact same file name as originally submitted.** The Electronic Plan Review software will recognize this submission as Version 2.
- **Supporting documents shall be submitted as an individual PDF file for each document (these documents may be multi-page PDF files) and named based on the document type** (e.g., "Deed", "Stormwater Report", "Permit Application", etc.). Searchable PDF files are requested for calculations, reports and other supporting documents.
- **A graphic scale or a scale to reference shall be included on each drawing sheet.**
- **Plans prepared by a design professional shall include a Code Analysis sheet**, referencing the Maine Uniform Building and Energy Code and Portland City Code, Chapter 10 – Fire Prevention and Protection, which includes National Fire Protection Association (NFPA) 1, Fire Code and NFPA 101, Life Safety Code. Chapter 10 of the City Code can be viewed at: http://www.portlandmaine.gov/citycode/chapter010.pdf.
- **Files shall be submitted via email to permitting@portlandmaine.gov. The email subject line shall include the project address and type of permit.** Multiple emails may be sent for one project if the files exceed the maximum file size.
- **Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.**

For further information and to access PDF versions of this and other forms, visit the Permitting and Inspections Department online at **http://portlandmaine.gov/1728/Permitting-Inspections.**

*To download a free version of Adobe Acrobat Reader, please visit: https://get.adobe.com/reader/

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Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: portlandmaine.gov/payyourpermit
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

City of Portland
Permitting and Inspections Department
389 Congress Street, Room 315
Portland, Maine 04101

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature: _____ Date: 1/31/2018

I have provided electronic copies and sent them on: Date: 2/1/2018

NOTE: All electronic paperwork must be delivered to permitting@portlandmaine.gov or with a thumb drive to the office.

If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.