

Department of Permitting and Inspections Residential Additions/Alterations Permit Application & 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.

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 www.portlandmaine.gov, in the Inspection Office, Room 315 of Portland City Hall or call (207)874-8703 to have one mailed to you.

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

	Cross sections w/framing details						
	Floor plans and elevations existing & proposed						
	Detail removal of all partitions & any new structural beams						
•	Detail any new walls or permanent partitions						
	Stair details including dimensions of: rise/run, head room, guards/handrails, baluster spacing						
4	Window and door schedules						
	Foundation plans w/required drainage and damp proofing (if applicable)						
	Detail egress requirements and fire separation/sound transmission ratings (if applicable)						
	Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IEEC 2009						
	Deck construction including: pier layout, framing, fastenings, guards, stair dimensions						
	Electronic files in pdf format are also required						
	Proof of ownership is required if it is inconsistent with the assessor's records						
	*						
f there a	permits are required for internal & external plumbing, HVAC, and electrical installations. re any additions to the footprint or volume of the structure, any new or rebuilt structures or, detached structures a plot plan is required. A plot must include:						
	The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines. 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. Location and dimensions of parking areas and driveways						
	A change of use may require a site plan exemption application to be filed.						

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 Permitting and Inspections Office, room 315 City Hall or call 874-8703.

Permit Fee: \$25.00 for the first \$1000.00 construction cost, \$15.00 per additional \$1000.00 cost This is not a Permit; you may not commence any work until the Permit is issued.



Department of Permitting and Inspections

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 that 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 selections below.

- Once the complete application package has been received by us, and entered into the system
 You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the
- 3. You then have the following four (4) payment options:

process.

V	provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment
V	call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone
V	hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall
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City of Portland
Department of Permitting and Inspections
389 Congress Street, Room 315
Portland, Maine 04101

deliver a payment method through the U.S. Postal Service, at the following address:

By signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via email. No work shall be started until I have received my permit.

I have provided digital copies and sent them on:

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.



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.

Allow / Landing of Construction Ed Winding Way, Dortland ME								
Address/Location of Construction:51 Winding Way, Portland, ME								
Total Square Footage	of Proposed Struct	ure:						
Tax Assessor's Chart, Chart# Block#	, Block & Lot Lot#	Applicant Address City, State &	PC Wi	obert Turner D Box 2106 Indham, ME 062	Telephone	207-329-421 E:7 bobturner60 @gmail.com		
Lessee/Owner Name (if different than applicant) Address:	Carroll Burns 51 Winding Way Portland, ME	Contracto (if different fro Address:		Bob Turner PO Box 2106 Windham, ME 04062	Cost of Wo \$50000 C of O Fee	rk: 		
City, State & Zip:	610-220-7674 d.f.burns@comc	City, State Telephone	10	207-329-4217 bobturner60@	Historic I	Rev \$		
Telephone E-mail:	ast.net	E-mail:		gmail.com	Total Fee	s: \$		
Current Use (i.e. sing	le family) Single	e Family Re	esidential					
If vacant, what was t								
Proposed Specific use	e: Same	· · · · · · · · · · · · · · · · · · ·						
Is property part of a su	ibdivision? If yes, p	lease Name	No					
Project description: Interior Renovations. New Kitchen and Bath, new vinyl windows and siding								
Who should we contact when the permit is ready: Bob Turner								
Address: PO Box 2106	6				¥:			
City, State & Zip:Windh	am, ME 04062							
E-mail Address:Bobturner60@gmail.com								
Telephone:207-329-42								
Plages submit all o	fthe information	witting of on	the amm1	inable about list	Failure to	1		

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.

	S N /		
Ciam odrzeno.	On A	Data: 9/34//6	
Signature:	(CA)	Date.	
•		/ /	

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