

# **Marge Schmuckal - Re: Meeting with Gregory Gayre 12 Tarbell road/deck and addition**

**From:** Gary Wood  
**To:** Paul F. Driscoll  
**Date:** 9/13/2010 3:15 PM  
**Subject:** Re: Meeting with Gregory Gayre 12 Tarbell road/deck and addition  
**CC:** Marge Schmuckal; Penny St. Louis Littell; Theresa Bourgoin

332-E-038

I just gave your letter to my assistant Theresa to do a mark-up and send to you  
 you will note in it one major change which is that it relies in large part on an affidavit from Mr Gay since to my  
 knowledge we don't have much if any any independent evidence of when the deck was built or by whom....  
 I will try to get info about when the original permit was issued and that it didn't show a deck and if I can get  
 that then the letter will be based on our investigation and what it showed and not just his affidavit  
 that affidavit will have to assert when he bought it ,that the deck was on it , and that he was never told or had  
 any reason to question the deck's compliance with city codes  
 unfortunately Ann Machado is on vacation this week and it is her case  
 Marge; can you try to find this file for me? thanks

yes - Attached

>>> "Paul F. Driscoll" <pdriscoll@nhdlaw.com> 9/13/2010 1:17 PM >>>  
 September 13, 2010

Gary--

I understand that Gregory Gay has an appointment with you for 10:00 AM on this Wednesday, September 15. I  
 will plan to attend that meeting with Mr. Gay but I am hopeful, obviously, that we can arrange the "no action"  
 letter in the format that I previously sent to you in advance of the meeting. If you have any questions  
 concerning the form of proposed "no action" letter or need anything at all from me, please just give me a call  
 and I will do my best to address your concerns. Attached is another copy of the form of proposed "no action"  
 letter for your convenience. Thanks very much.

--Paul

Paul F. Driscoll  
 Norman, Hanson & DeTroy, LLC  
 415 Congress Street  
 P.O. Box 4600  
 Portland, ME 04112-4600

Office: 1-207-774-7000 (Ext. 4608)  
 Direct: 1-207-553-4608  
 Fax: 1-207-775-0806  
 Mobile: 1-207-632-6800  
 E-Mail: pdriscoll@nhdlaw.com

RECEIVED

SEP 14 2010

Dept. of Building Inspections  
 City of Portland Maine

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The information contained in this electronic mail is intended for the addressed recipient only. The email may contain privileged and confidential material.

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In accordance with Internal Revenue Service Circular 230, we hereby advise you that if this email or any attachment hereto contains any tax advice, such tax advice was not intended or written to be used, and it cannot be used, by any taxpayer for the purpose of avoiding penalties that may be imposed on the taxpayer by the Internal Revenue Service.

This e-mail does not reflect an intention by the sender or the sender's client or principal to conduct a transaction or make any agreement by electronic means. Neither this communication nor any attachment shall be deemed to satisfy the requirements for a writing, and nothing contained herein shall constitute a contract or electronic signature under the Electronic Signatures in Global and National Commerce Act, any version of the Uniform Electronic Transactions Act adopted by any political subdivision of the United States, or any other law governing electronic transactions.

Thank you.

## Ann Machado - RE: City of Portland/Gregory Gay

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**From:** Gary Wood  
**To:** Paul F. Driscoll  
**Date:** 6/2/2010 8:25 AM  
**Subject:** RE: City of Portland/Gregory Gay  
**CC:** Ann Machado; Danielle West-Chuhta

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ok  
let's get it down by Saturday July 10th...

>>> "Paul F. Driscoll" <pdriscoll@nhdlaw.com> 6/1/2010 4:50 PM >>>  
Thirty days is probably fine. I will not be able to call Mr. Gay until Thursday because I am out tomorrow and I want to meet with the guy to let him know how this all went.

--Paul

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**From:** Gary Wood [mailto:GARY@portlandmaine.gov]  
**Sent:** Tuesday, June 01, 2010 9:12 AM  
**To:** Paul F. Driscoll  
**Cc:** Ann Machado; Danielle West-Chuhta  
**Subject:** RE: City of Portland/Gregory Gay

does 30 days work for your client re removing the deck?...it will help get his permit on the addition faster ,assuming he is still going ahead on the addition

>>> "Paul F. Driscoll" <pdriscoll@nhdlaw.com> 5/28/2010 1:31 PM >>>  
Thanks. I will be in touch.

--Paul

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**From:** Gary Wood [mailto:GARY@portlandmaine.gov]  
**Sent:** Friday, May 28, 2010 1:29 PM  
**To:** Paul F. Driscoll  
**Cc:** Ann Machado; Danielle West-Chuhta  
**Subject:** RE: City of Portland/Gregory Gay

yes  
he has to take it down  
my memory was not accurate about allowing an existing nonconforming building line to be extended by an addition  
we hadn't officially contacted him because we were researching that issue  
fyi: that means his addition will have to meet the setback as well, ie it will have to be setback 5 or 6 ft or whatever it takes to meet the setback.  
It can't be out where the nonconforming house already sits  
I agree about letting him enjoy the weekend

>>> "Paul F. Driscoll" <pdriscoll@nhdlaw.com> 5/28/2010 1:13 PM >>>  
So has the City determined that he has to take it down? If so, I will ask him to get started. The e-mail note is

May 17, 2010

TO: Danielle West-Chuhta

FROM: Ann Machado

RE: Illegal deck at 12 Tarbell Street – R-3 zone – 332 E038

Regarding your letter from May 6, 2010 to Gregory Gay, I received a phone call today from Paul Driscoll. He said he is the lawyer obtained by the title company to come to some kind of resolution about the deck that was built at 12 Tarbell Street without a permit.

Gregory Gay purchased the property on 6/5/2001. He said that the deck was there when he purchased the property. It does not show up on the early 1980s assessor's card.

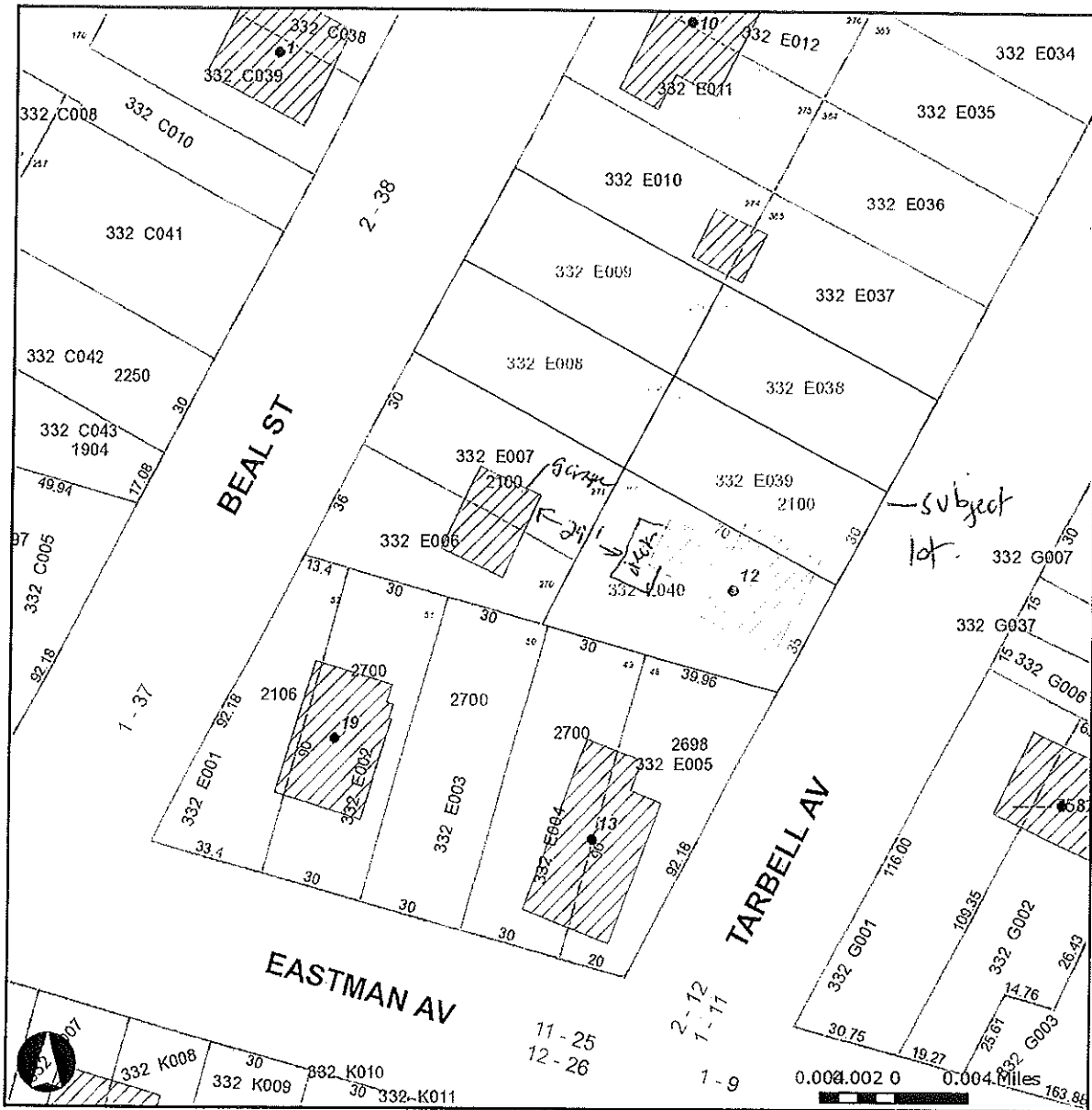
The required rear setback is 25' for the R-3 zone – the plot plan shows the deck at 11' to the rear property line.

The deck meets the lot coverage of 35% and the side setback of 8'. It is 11' off the side property line.

I have enclosed a copy of the plot plan and the GIS map showing the abutter.

Paul Driscoll's direct line is 553-4608. The main number is 774-7000.

## Map



Parcels



Interstate



Streets

Buildings

☐ Building

☒ Out Building

Parcels

Traveled Ways

Stream

Wetland

☐ Swamp

Lake/Pond


☐ under\_road

☐ waterbody

Jetport

County Streets

☒ A15

☐ A21

☐ A31

ME Towns

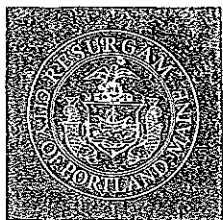
☐ Land

☐ Water Body

Ocean



It is  $\approx 29'$  from the rear of the dock to the abutments <sup>garage</sup> ~~house~~ at 19 Eastman.



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[www.portlandmaine.gov](http://www.portlandmaine.gov)

Corporation Counsel  
Gary C. Wood

Associate Counsel  
Mary E. Costigan  
Danielle P. West-Chuhta  
Ann M. Freeman

May 6, 2010

**VIA REGULAR AND CERTIFIED MAIL**

Mr. Gregory Gay  
12 Tarbell Street  
Portland, Maine 04103

**Re: 12 Tarbell Street – Deck**

Dear Mr. Gay:

It has been brought to my attention that your property at 12 Tarbell Street (the “Property”) is in violation of the Portland Land Use Code (the “Code”). More specifically, the deck located on the Property was built without a permit and does not meet the zoning requirements of the R-3 zone in which the Property is located. See Portland City Code section 14-19. Prior notices of this violation were sent to you by the City on November 18, 2009, January 8, 2010 and February 12, 2010. See attached letters. Whereas you continue to violate the Code, the matter has now been referred to me.

This letter serves as your final opportunity to remove the deck from the Property. You must remove the deck on or before **May 21, 2010**, if you fail to do so the City will be forced to file a Land Use Citation and Complaint against you. Title 30-A M.R.S.A. section 4452 provides that the minimum penalty for a specific violation is \$100 per day and the maximum penalty is \$2,500 per day. See Portland City Code section 14-696. Furthermore, the law provides that the violator must pay for the City’s attorney’s fees and costs of bringing an enforcement action in all successfully prosecuted cases.

If you have any questions, please do not hesitate to contact me or Ann Machado at 874-8709. Thank you in advance for your prompt attention to this matter.

**RECEIVED**

MAY - 7 2010

Dept. of Building Inspections  
City of Portland Maine

Encls.

cc: Ann Machado, Zoning Specialist ✓

Sincerely,

  
Danielle P. West-Chuhta  
Associate Corporation Counsel



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • [www.portlandmaine.gov](http://www.portlandmaine.gov)*

*Penny St. Louis Littell - Director of Planning and Urban Development  
Marge Schmuckal, Zoning Administrator*

January 8, 2010

Gregory Gay  
12 Tarbell Street  
Portland, ME 04103

Certified Mail 7009 0820 0001 4189 2393

Re: 12 Tarbell Street – 332 E038 – R-3 – 16' x 20' single story addition – permit #09-1235

Dear Mr. Gay,

This letter is a follow up to the letter I sent on November 18, 2009 which you said you never received. I have reviewed your application to build a single story, twenty by sixteen foot addition on the rear of the house. At this point I must deny the permit.

12 Tarbell Street is located in the R-3 residential zone. The required rear setback in the zone is twenty-five feet [Section 14-90(d)(2)]. The plot plan shows the rear setback to the proposed addition as twenty feet. Since it does not meet the required setback, the permit is denied.

In reviewing the permit application, it came to my attention that the existing deck on the rear of the house has never been permitted. We have no record in our system for a deck having been built. When we cannot find a permit for a structure, we default to the pre-1957 assessor's record. The pre-1957 assessor's record shows a six by twenty foot deck on the left rear side, but not the deck that exists now. Since the existing deck was not built before 1957 and there is no record of it being permitted, it is illegal.

The property must be brought into compliance. Since the setback for the existing deck does not meet the required twenty-five foot rear setback, it cannot be permitted after the fact. Since it cannot be permitted, it must be removed. You have thirty days from the date of this letter to remove the deck.

You have the right to appeal my decisions. If you wish to exercise your right to appeal, you have thirty days from the date of this letter in which to appeal. If you should fail to do so, my decisions are binding and not subject to appeal. Please contact this office for the necessary paperwork that is required to file an appeal.

Please feel free to call me at 874-8709 if you have any questions.



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*Penny St. Louis Littell - Director of Planning and Urban Development  
Marge Schmuckal, Zoning Administrator*

February 12, 2010

Gregory Gay  
12 Tarbell Street  
Portland, ME 04103

Certified Mail 7009 0820 0001 4187 9110

Re: 12 Tarbell Street – 332 E038 – R-3 – illegal deck & 16' x 20' single story addition – permit #09-1235

Dear Mr. Gay,

This letter is a follow up to the two previous letters that I sent you on November 18, 2009 and January 8, 2010. As you know, the existing deck on the rear of your house was never permitted and does not meet the zoning requirements of the R-3 zone (section 14-90). Since it was not permitted and does not meet the zoning requirements, it needs to be removed to bring your property into compliance.

The two previous letters I sent you informed you of this and told you that you had thirty days to appeal my decision. When you came into the office on February 1, 2010, I gave you the practical difficulty appeal application and told you that the thirty day period to appeal was up February 8, 2010. You did not submit an appeal application by that date, so you may not appeal the decision.

Since it is in the middle of winter, we do not expect you to remove the deck immediately, but it does need to be removed by May 1, 2010. By then, the weather should be better and you would have time to complete the removal. An inspection will be scheduled for that day.

Also, your building permit to build a single story, twenty by sixteen foot addition on the rear of the house cannot be issued at this time because it does not meet the zoning requirements of the R-3 zone. Your thirty day period to appeal this denial also was up on February 8, 2010. If you still want to build an addition, you need to revise your plans so that the zoning requirements can be met. If you don't want to modify your plans, you can withdraw your application and get most of your money back.

Please feel free to call me at 874-8709 if you have any questions.



## Ann Machado - inspection results

**From:** Suzanne Hunt  
**To:** Machado, Ann  
**Date:** 5/4/2010 2:17 PM  
**Subject:** inspection results  
**Attachments:** Hunt, Suzanne.vcf

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863 Brighton: met realtor on site 1 p.m. Sink was removed but hole for sink remained and all plumbing was still there. informed realtor that plumbing must be removed or bar sink installed. smh

12 Tarbell Ave: Deck on back of building remains. smh

Suzanne Hunt Code Enforcement, 874-8707

- 5/4/10 Spoke to Gregory Gay. He isn't going to remain it
- " Emailed Danielle to see if she would write letter.



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*Penny St. Louis Littell - Director of Planning and Urban Development  
Marge Schmuckal, Zoning Administrator*

February 12, 2010

*schedule inspection for May 3rd.*

Gregory Gay  
12 Tarbell Street  
Portland, ME 04103

Certified Mail 7009 0820 0001 4187 9110

Re: 12 Tarbell Street – 332 E038 – R-3 – illegal deck & 16' x 20' single story addition – permit #09-1235

Dear Mr. Gay,

This letter is a follow up to the two previous letters that I sent you on November 18, 2009 and January 8, 2010. As you know, the existing deck on the rear of your house was never permitted and does not meet the zoning requirements of the R-3 zone (section 14-90). Since it was not permitted and does not meet the zoning requirements, it needs to be removed to bring your property into compliance.

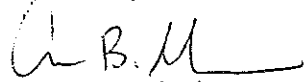
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Please feel free to call me at 874-8709 if you have any questions.

Yours truly,

A handwritten signature in black ink, appearing to read "A. B. M." followed by a long horizontal stroke.

Ann B. Machado  
Zoning Specialist  
207-874-8709



# PORTLAND, MAINE

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*Penny St. Louis Littell - Director of Planning and Urban Development  
Marge Schmuckal, Zoning Administrator*

30 days up Feb. 8

January 8, 2010

Gregory Gay  
12 Tarbell Street  
Portland, ME 04103

Certified Mail 7009 0820 0001 4189 2393

Re: 12 Tarbell Street – 332 E038 – R-3 – 16' x 20' single story addition – permit #09-1235

Dear Mr. Gay,

This letter is a follow up to the letter I sent on November 18, 2009 which you said you never received. I have reviewed your application to build a single story, twenty by sixteen foot addition on the rear of the house. At this point I must deny the permit.

12 Tarbell Street is located in the R-3 residential zone. The required rear setback in the zone is twenty-five feet [Section 14-90(d)(2)]. The plot plan shows the rear setback to the proposed addition as twenty feet. Since it does not meet the required setback, the permit is denied.

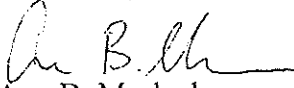
In reviewing the permit application, it came to my attention that the existing deck on the rear of the house has never been permitted. We have no record in our system for a deck having been built. When we cannot find a permit for a structure, we default to the pre-1957 assessor's record. The pre-1957 assessor's record shows a six by twenty foot deck on the left rear side, but not the deck that exists now. Since the existing deck was not built before 1957 and there is no record of it being permitted, it is illegal.

The property must be brought into compliance. Since the setback for the existing deck does not meet the required twenty-five foot rear setback, it cannot be permitted after the fact. Since it cannot be permitted, it must be removed. You have thirty days from the date of this letter to remove the deck.

You have the right to appeal my decisions. If you wish to exercise your right to appeal, you have thirty days from the date of this letter in which to appeal. If you should fail to do so, my decisions are binding and not subject to appeal. Please contact this office for the necessary paperwork that is required to file an appeal.

Please feel free to call me at 874-8709 if you have any questions.

Yours truly,

A handwritten signature in black ink, appearing to read "Ann B. Machado", with a long horizontal flourish extending to the right.

Ann B. Machado  
Zoning Specialist  
207-874-8709

**From:** Ann Machado  
**To:** Penny Littell  
**Date:** 1/5/2010 10:16 AM  
**Subject:** Illegal deck at 12 Tarbell

I received an application (#09-1235) on November 2, 2009 to add an addition at 12 Tarbell Street. The plot plan showed that the addition was not meeting the rear setback. The plot plan also showed an existing rear deck that was not meeting the rear setback. I found no record of the deck being permitted. I called the contractor on November 6, 2008 and told him.

I met with the owner at the counter on November 18, 2009 and showed him how the deck did not meet the rear setback. He said that the deck was there when he bought the house. I told him that as the owner he was responsible for the deck not being permitted even though he didn't build it. I told him that he could appeal to try to keep the deck.

I sent him a letter (see attached) later that day denying the permit, telling him he needed to bring his property into compliance and telling him he had thirty days to appeal.

The deadline to appeal was up December 18, 2009. He did not appeal.

Mike Menario inspected the property yesterday and the deck was still there.

I called him today, and asked him when he was going to remove the deck. He told me that he wanted to appeal. I told him that the thirty days was up and he had lost his right to appeal. He came in and met with me at the counter and I told him the same thing. He does not want to remove the deck.

I would like to talk with you about what the next step should be. I can send him another letter giving him fourteen or thirty days to bring the property into compliance. Usually at this stage we say that we will turn the matter over to corporation counsel if he doesn't do what is asked within the time frame. When do we start talking about legal proceedings?

Ann

# City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 09-1235	Issue Date:	CBL: 332 E038001
-----------------------	-------------	---------------------

Location of Construction: 12 TARBELL AVE	Owner Name: GAY GREGORY G	Owner Address: 12 TARBELL AVE	Phone:
Business Name:	Contractor Name: Property Owner	Contractor Address: Portland	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Additions - Dwellings	Zone: R-3
Past Use: Single Family Home	Proposed Use: Single Family Home - 16' x 19' addition w/ shed roof for dining room possible bedroom	Permit Fee: \$160.00	Cost of Work: \$14,000.00
Proposed Project Description: 16' x 19' addition w/ shed roof for dining room possible bedroom		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: Type:
		Signature: Signature:	
		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)	
		Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied	
		Signature: Date:	

Permit Taken By: Ldobson	Date Applied For: 11/02/2009	<b>Zoning Approval</b>		
1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building permits do not include plumbing, septic or electrical work. 3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..		Special Zone or Reviews	Zoning Appeal	Historic Preservation
		<input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date:	<input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	<input checked="" type="checkbox"/> Not in District or Landmar <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied <i>ABM</i> Date:

## CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE



# PORTLAND MAINE

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*Penny St. Louis Littlell - Director of Planning and Urban Development  
Marge Schmuckal, Zoning Administrator*

30 days up Dec. 18

November 18, 2009

Gregory Gay  
12 Tarbell Street  
Portland, ME 04103

Re: 12 Tarbell Street – 332 E038 – R-3 – 16' x 20' single story addition – permit #09-1235

Dear Mr. Gay,

This letter is a follow up to the conversation that we had at the counter earlier today. I have reviewed your application to build a single story, twenty by sixteen foot addition on the rear of the house. At this point I must deny the permit.

12 Tarbell Street is located in the R-3 residential zone. The required rear setback in the zone is twenty-five feet [Section 14-90(d)(2)]. The plot plan shows the rear setback to the proposed addition as twenty feet. Since it does not meet the required setback, the permit is denied.

In reviewing the permit application, it came to my attention that the existing deck on the rear of the house has never been permitted. We have no record in our system for a deck having been built. When we cannot find a permit for a structure, we default to the pre-1957 assessor's record. The pre-1957 assessor's record shows a six by twenty foot deck on the left rear side, but not the deck that exists now. Since the existing deck was not built before 1957 and there is no record of it being permitted, it is illegal.

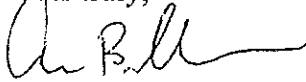
The property must be brought into compliance. Since the setback for the existing deck does not meet the required twenty-five foot rear setback, it cannot be permitted after the fact. Since it cannot be permitted, it must be removed. You have thirty days from the date of this letter to remove the deck.

You have the right to appeal my decisions. If you wish to exercise your right to appeal, you have thirty days from the date of this letter in which to appeal. If you should fail to do so, my decisions are binding and not subject to appeal. Please contact this office for the necessary paperwork that is required to file an appeal.

Please feel free to call me at 874-8709 if you have any questions.



Yours truly,

A handwritten signature in black ink, appearing to read 'Ann B. Machado', with a long horizontal flourish extending to the right.

Ann B. Machado  
Zoning Specialist  
207-874-8709



# 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.

Location/Address of Construction: <u>12 TARBELL ST PORTLAND ME</u>			
Total Square Footage of Proposed Structure/Area <u>300 SQ FT</u>		Square Footage of Lot	Number of Stories <u>1</u>
Tax Assessor's Chart, Block & Lot Chart# <u>332</u> Block# <u>E</u> Lot# <u>38</u>		Applicant * <u>must</u> be owner, Lessee or Buyer* Name <u>GREG GAY</u> Address <u>12 TARBELL ST</u> City, State & Zip <u>PORTLAND ME</u>	
Lessee/DBA (If Applicable)		Owner (if different from Applicant) Name Address City, State & Zip	Telephone: <u>GREGS 615-5850</u> <u>DONNY NEVERS 878 8000</u> <u>EXT 222</u> Cost Of Work: \$ <u>14000.00</u> C of O Fee: \$ _____ Total Fee: \$ _____
Current legal use (i.e. single family) <u>SINGLE FAMILY</u> Number of Residential Units <u>1</u> If vacant, what was the previous use? <u>NA</u> Proposed Specific use: <u>DINING AREA OR BEDROOM</u> Is property part of a subdivision? <u>YES</u> If yes, please name <u>FOREST AVE TERRACE</u> Project description: <u>ADD 10 x 12' ROOM W/ SHED ROOF TO BE USED AS DINING AREA BUT SHOULD BE APPROVED AS BEDROOM FOR POSSIBLE FUTURE USE</u>			
Contractor's name: <u>GREG G GAY (OWNER)</u> Address: <u>12 TARBELL ST</u> City, State & Zip <u>PORTLAND ME 04103</u> Telephone: _____ Who should we contact when the permit is ready: <u>DONNY NEVERS</u> Telephone: <u>878 8000</u> Mailing address: <u>SAME</u> EXT 222			

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

**RECEIVED**

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 [www.portlandmaine.gov](http://www.portlandmaine.gov), or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

NOV - 2 2009  
Dept. of Building Inspections  
City of Portland, Maine

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: 11-1-09

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



# 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](http://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
- ☐ ~~NA~~ Detail removal of all partitions & any new structural beams
- ☐ ~~NA~~ Detail any new walls or permanent partitions
- ☐ ~~NA~~ Stair details including dimensions of: rise/run, head room, guards/handrails, baluster spacing
- ☒ Window and door schedules
- ☒ Foundation plans w/required drainage and damp proofing (if applicable)
- ☐ ~~NA~~ Detail egress requirements and fire separation/sound transmission ratings (if applicable)
- ☒ Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IECC 2003
- ☐ ~~NA~~ Deck construction including: pier layout, framing, fastenings, guards, stair dimensions
- ☒ Reduced plans or electronic files in pdf format are also required if original plans are larger than 11" x 17"
- ☒ Proof of ownership is required if it is inconsistent with the assessors records

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

If there are any additions to the footprint or volume of the structure, any new or rebuilt structures or, accessory detached structures a plot plan is required. A plot must include:

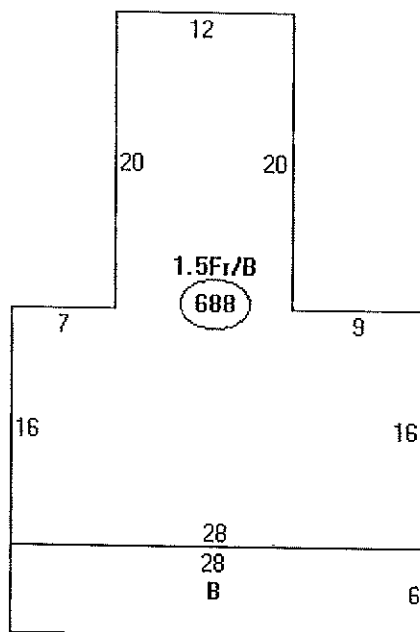
- ☒ The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines. Structures include decks, porches; bow windows, cantilever sections and roof overhangs, sheds, pools, garages and any other accessory structures must be shown with 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](http://www.portlandmaine.gov), stop by the Building Inspections office, room 315 City Hall or call 874-8703.

Permit Fee: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost

This is not a Permit; you may not commence any work until the Permit is issued.



Descriptor/Area

A: 1.5Fr/B  
688 sqft

B: OFP  
168 sqft

Shed 11x16 = 176

RECORD OF BUILDINGS  
 GRADE DENOTES QUALITY OF CONSTRUCTION: A-EXCELLENT; B-GOOD; C-AVERAGE; D-CHEAP; E-VERY CHEAP  
 YEAR 19



DEC 7 604

YEAR 19

CONSTRUCTION									
FOUNDATION					FLOOR CONST.				
CONCRETE					WOOD JOIST				
CONCRETE BLOCK					STEEL JOIST				
BRICK OR STONE					MILL TYPE				
PIERS					RESIN CONCRETE				
CELLAR AREA FULL					FLOOR FINISH				
1/2	3/4				B 1	2	3		
NO. CELLAR					CEMENT				
EXTERIOR WALLS					EARTH				
CLAPBOARD					PINE				
WIDE SIDING					HARDWOOD				
DROP SIDING					TERMAZZO				
NO SHEATHING					TILE				
WOOD SHINGLES									
ASBEST. SHINGLES									
STUCCO ON FRAME					ATTIC FLR. & STAIRS				
STUCCO ON TILE					INTERIOR FINISH				
BRICK VENEER					B 1	2	3		
BRICK ON TILE					PINE				
SOLID BRICK					HARDWOOD				
STONE VENEER					PLASTER				
CONG. OR CIND. BL.					UNFINISHED				
TERRA COTTA					METAL CLG.				
VITROLITE					RECREAT. PCH				
PLATE GLASS					FINISHED ATTIC				
INSULATION					FIREPLACE				
WEATHERSTRIP					HEATING				
ROOFING					PIPELESS FURNACE				
ASPH. SHINGLES					HOT AIR FURNACE				
WOOD SHINGLES					FORCED AIR FURN.				
ASBEST. SHINGLES					STEAM				
SLATE					HOT WAT. OR VAPOR				
METAL					NO HEATING				
COMPOSITION									
ROLL ROOFING					GAS BURNER				
INSULATION					OIL BURNER				
					STOVE				

PLUMBING									
BATHROOM									
TOILET ROOM									
WATER CLOSET									
LAVATORY									
KITCHEN SINK									
STD. WAT. HEAT									
AUTO. WAT. HEAT									
ELECT. WAT. SYST.									
LAUNDRY TUBS									
NO PLUMBING									
TILING									
BATH FL. & WOOD									
TOILET FL. & WOOD									
TOILET FL. & WOOD									
ELECTRIC									
NO LIGHTING									
NO. OF ROOMS									
BATH									
END									
NO. OF ROOMS									
1ST									
2ND									
3RD									
OCCUPANCY									
SINGLE FAMILY									
TWO FAMILY									
APARTMENT									
STORE									
THEATRE									
HOTEL									
OFFICES									
WAREHOUSE									
COMM. GARAGE									
CAR STATION									
ECONOMIC CLASS									
UNDER BUILT									
OVER BUILT									
CR. 8-10-33									
AR. 0-5									
LO. 95									
PD. 812									
MS. 12									
CR. 100									

SUMMARY OF BUILDINGS

REP. VAL.	F. D.	PRV. VAL.	F. D.	SECON. VAL.	TAX VAL.
35530	469	19440	N	80	1113
210	442	80	D		30
3760	45	2070	-C	2070	1250
			D		
			E		
			F		
			G		

YEAR	1931				
TAX VAL.					
OLD VAL.					
CHARGE					
1931 TOTAL BLDGS.					2020
					1250

V VACANT LOT  
DWELLING DATA

CONSTRUCTION  
1. 0 STORY 2  
1 BRICK 4 CONC. BLK. 2 STONE  
2 SPLIT LEVEL 3 FR. & MAS 8  
AGE 9  
REMODELLED 19 --

LIVING ACCOMMODATIONS  
TOTAL 0 1  
BED ROOMS 2  
BATHS 1  
FULL BATHS 0  
TOTAL FIXTURES 05

FOUNDATION  
BASEMENT & ATTIC  
FIN. BSMT AREA NO  
HEAD ROOM 014  
GARAGE S P  
LAVATORY  
SHOWER - EXTRA  
KITCHEN SINK  
FINISHED ATTIC 1  
DORMER 4 LF

EXTERIOR WALLS  
DOOR 1  
HOT WATER HEATER  
NO PLUMBING  
WATER ONLY  
REMODELING DATA  
KITCHEN  
PLUMBING  
HEATING  
GENERAL

INTERIOR FINISH  
NO PLUMBING  
WATER ONLY  
REMODELING DATA  
KITCHEN  
PLUMBING  
HEATING  
GENERAL

FLOORS  
8 1 2 3  
AIR CONDITIONING  
UNIT HEATER  
NO. OF HTG. STS.  
SOLAR  
NO HEAT 1 2 3

OWNER  
TENANT  
NO ANSWER  
INSPECTED  
REFUSED ENTRY  
INFO @ DOOR  
REFUSED INFO

OTHER FEATURES  
MASONRY TIRE  
MODERNIZED KITCHEN  
RECREATION ROOM  
WOODBURNING FIREPLACE  
BASEMENT GARAGE  
ATTACHED GARAGE  
TOTAL OTHER FEATURE POINTS

GRADE FACTOR 57 0.55%  
C & D FACTOR  
DEPRECIATION 42 %  
DWELLING COMPUTATIONS  
BASE PRICE 24300  
PLUMBING  
BASEMENT FIN.  
ATTIC  
HEATING  
ADDITIONS  
DORMERS  
TOTAL BASE 36460  
GRADE FACTOR 105  
TOTAL 38280  
OTHER FEATURES  
TOTAL  
C & D FACTOR  
REPL. COST  
DEPREC.  
R.C.L.D.

OTHER BUILDINGS AND YARD  
0  
NO. OF ENTRIES  
TOTAL VALUE - BUILDINGS  
23450  
YEAR  
NOTES  
TOTAL VALUE 480

TYPE CODE  
01 GARAGE  
02 CARPORT  
03 PORCH  
04 DECK  
05 POOL  
06 PATIO  
07 DRIVE  
08 BATH  
09 OTHER  
NOTES  
1976 wet when rains  
roof leaks around eaves  
old plumbing  
1st floor



