Home Occupation Application Checklist

A Home Occupation is a change of use and requires a permit. The Land Use Ordinance (see attached) outlines the criteria to be considered a home occupation. Please check with the Business Licensing Division in Room 307, City Hall to see if a business license is required.

Please include the following information:

- ☐ Home Occupation Application Checklist (this form)
- ☐ General Building Permit Application
- ☐ A cover letter explaining your home occupation and how it meets the criteria of Section 14-410 of the City Code (see sample letter and attached regulations)
- ☐ Dimensioned floor plans of the entire dwelling indicating the specific area to be used for the proposed home occupation
- ☐ A letter from the owner (if applicable), granting permission to conduct the specific home occupation
- ☐ A plot plan showing the shape and dimensions of the lot, shapes and dimensions of all existing and proposed structures including distance from property lines, location and dimension of all parking areas and driveways
- ☐ If any additions or alterations to the building are proposed, relevant drawings and documents shall be provided (refer to the One- and Two-Family Addition/Alteration Submission Checklist).

Fees:

The total fee to be paid upon invoicing, shall include the following (refer to Fee Schedule for current fees):

- Change of Use for Home Occupation fee
- Certificate of Occupancy fee
- General Building Permit fee (based on the cost of work)

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Inspections Division
Date: 04/06/18

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

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: 3-30-18

I have provided electronic copies and sent them on: Date: 3-30-18

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.

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Inspections Division
Date: 04/06/18

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

General Building Permit Application

Project Address: 168 Milton Street Portland ME 04103

Tax Assessor's CBL: 333 (Chart #) E041 (Block #) 001 (Lot #) **Cost of Work: $** 0

Proposed use (e.g., single-family, retail, restaurant, etc.): Home Occupation - crafts

Current use: Existing **Past use, if currently vacant:** _____

○ **Commercial** ○ **Multi-Family Residential** ◉ **One/Two Family Residential**

Type of work (check all that apply):

☐ New Structure	☐ Fence	☐ Change of Ownership - Condo Conversion
☐ Addition	☐ Pool - Above Ground	☐ Change of Use
☐ Alteration	☐ Pool - In Ground	☑ Change of Use - Home Occupation
☐ Amendment	☐ Retaining Wall	☐ Radio/Telecommunications Equipment
☐ Shed	☐ Replacement Windows	☐ Radio/Telecommunications Tower
☐ Demolition - Structure	☐ Commercial Hood System	☐ Tent/Stage
☐ Demolition - Interior	☐ Tank Installation/Replacement	☐ Wind Tower
☐ Garage - Attached	☐ Tank Removal	☐ Solar Energy Installation
☐ Garage - Detatched		☐ Site Alteration

Project description/scope of work (attach additional pages if needed):

None.

Applicant Name: Gregory Gould **Phone:** (978) 793 - 1058

Address: 168 Milton Street Portland ME 04103 **Email:** greggould1000@gmail.com

Lessee/Owner Name (if different): _____ **Phone:** (____) _____ - _____

Address: _____ **Email:** _____

Contractor Name (if different): _____ **Phone:** (____) _____ - _____

Address: _____ **Email:** _____

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: _____ Date: 3-31-18

This is a legal document and your electronic signature is considered a legal signature per Maine state law.

Review of this application will not begin until the permit payment is received. This is not a permit. Work may not commence until the permit is issued.