Portland, Maine

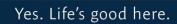
Yes. Life's good here.

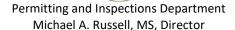
Permitting and Inspections Department Michael A. Russell, MS, Director

General Building Permit Application

Project Address:				
Tax Assessor's CBL: Cost of W		Work: \$_		
Chart # Proposed use (e.g., single-famil	Block # Lot # y, retail, restaurant, etc.):			
			vacant:	
	Multi-Family Residential		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/	Wind Tower		
Garage - Attached	Replacement Tank Removal	S	olar Energy Installation	
Garage - Detatched	•		Site Alteration	
Applicant Name:			Phone: () -	
	rent):			
Contractor Name (if different)	:		_ Phone: ()	
Address:		Email:		
been authorized by the owner to make In addition, if a permit for work descri		agree to co ne Code Offi		
Signature:	CQ.		Date:	
This is a logal docu	ıment and your electronic signature is consider	red a leaal s		

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.





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/



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:
I have provided electronic copies and sent themon:	Date:
NOTE: All electronic paperwork must be delivered to permitting@portlandmaine.g drive to the office.	ov or with a thumb

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.