



Pool Installation/Construction 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>11 WESTLAWN ROAD, PORTLAND, ME</u>		
Total Square Footage of Proposed Structure <u>458.71</u>		Square Footage of Lot <u>6071</u>
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>338 L 006001</u>	Owner name & address: <u>PAULA MAYHEW LOWELL</u> <u>11 WESTLAWN ROAD</u> <u>PORTLAND, ME 04103</u>	Telephone: <u>878-7999</u> E Mail: <u>PAULA2325@GWI.NET</u>
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>PAULA MAYHEW LOWELL</u> <u>11 WESTLAWN ROAD</u> <u>PORTLAND, ME</u> <u>04103</u>	Cost Of Work: <u>\$ 2100⁰⁰</u> Fee: \$ _____
Dimensions of pool: <u>12' x 24' x 52"</u> above or below ground: <u>ABOVE</u>		
Dimensions of decking and/or any platforms, sheds, or other structures: <u>POOL WILL BE A STAND ALONE STRUCTURE AT A HEIGHT OF 52". A REMOVABLE LADDER WILL BE USED AND REMOVED WHEN POOL IS NOT IN USE. ALL OTHER STRUCTURES ARE PRE-EXISTING AND WILL NOT BE USED AS A POINT OF ENTRY TO THE POOL.</u>		
Contractor's Name, address, phone # and E-mail: <u>DAVE'S POOL SALES & SERVICE, INC.</u> <u>110 ROOSEVELT TRAIL</u> <u>WINDHAM, ME 04062</u> (207) 643-2500 WWW.DAVESPOOLME.COM		
Who should we contact when the permit is ready: <u>PAULA MAYHEW LOWELL</u>		
Mailing address: Phone: <u>878-7999</u> E Mail: <u>PAULA2325@GWI.NET</u> <u>11 WESTLAWN ROAD</u> <u>PORTLAND, ME</u> <u>04103</u>		

Please submit all of the information outlined in the pool application checklist. Failure to do so could result in the automatic denial of your permit.

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 Building Inspections 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.

Signature: Paula Mayhew Lowell Date: 5-5-2014

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



Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

Pool Installation/Construction 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.

- A plot plan showing the shape and dimension of the lot, footprint of the pool and its distance from the actual property lines, and the principal structure. Include any decks or accessory structures
- A complete set of plans that include structural details, size and dimensions and a cross section showing the slope and depth ratios, or for above ground pool, design specifications. Often this information can be obtained from the manufacturer.
- A complete set of construction details for any accessory structures or decks including: pier or foundation layout, framing, fastenings, guards/handrails, baluster spacing and stair dimensions
- Details of required barrier protection including the design of fencing, gates, latches, ladders, or audible alarms (if applicable). Please show where they will be located and how they are constructed. This information can often be obtained from the manufacturer
- Proof of ownership is required if it is inconsistent with the assessors records

**All pool installations must be conducted in compliance with the
IRC 2009 Building Code**

Separate permits are required for HVAC, and electrical installations.

Permit Fee: \$30.00 for the first \$1000.00 construction cost, \$9.00 per additional \$1000.00 cost

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

389 Congress Street * Portland Maine 04101-3509 * Phone: (207) 874-8703 * Fax: (207) 874-8716
<http://www.portlandmaine.gov/planning/buildinsp.asp> * E-Mail: buildinginspections@portlandmaine.gov



Jeff Levine, AICP, Director
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Tammy Munson, Director
Inspections Division

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 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 opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.
- I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature:

Dana Mayhew Lowell
(Lowell)

Date:

5/5/2014

I have provided digital copies and sent them on:

Date:

5/5/2014

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.