Inspections Division
Date: 07/20/15

PORTLAND MAINE

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Jeff Levine, AICP, Director
Director of Planning and Urban Development

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, upon receipt of an e-mailed invoice from Building Inspections, which signifies that my electronic permit application and corresponding paperwork have been received, determined complete, entered by an administrative representative, and assigned a permit number, I then have the following four (4) payment options:

☐ to provide an on-line electronic check or credit/debit card (we now accept American Express, Discover, VISA, and MasterCard) payment (along with applicable fees beginning July 1, 2014),

☐ call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone,

☐ hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall,

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

City of Portland
Inspections Division
389 Congress Street, Room 315
Portland, Maine 04101

Once my payment has been received, this then starts the review process of my permit. ***After all approvals have been met and completed, I will then be issued my permit via e-mail.*** No work shall be started until I have received my permit.

Applicant Signature: Kang Digitally signed by com.apple.idms.appleid.prd.793748466d4b4a43745454646a4e77347234714 56f513d3d DN: cn=com.apple.idms.appleid.prd.793748466d4b4a43745454646a4e77347234714 56f513d3d Date: 2015.07.06 10:47:15 -05'00' Date: 07/06/15

I have provided digital copies and sent them on: Kang Digitally signed by com.apple.idms.appleid.prd.793748466d4b4a43745454646a4e77347234714 56f513d3d DN: cn=com.apple.idms.appleid.prd.793748466d4b4a43745454646a4e77347234714 56f513d3d Date: 2015.07.06 10:46:43 -05'00' Date: 07/06/15

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

Portland, Maine | Yes. Life's good here.

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Shed / Accessory Structures Permit Checklist & Application

(Residential single story detached structures not exceeding 200 Sq. Ft.)
(Commercial & multifamily detached structures not exceeding 120 Sq. Ft. used as tool & storage sheds)

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 http://www.portlandmaine.gov/756/Codes-Regulations-Ordinances

One complete application packet includes:

The application page filled out in its entirety and signed, e mail address required

☒ A plot plan detailing the shape and dimension of the property, footprint of the existing and proposed structure(s), and the distance from the actual property lines on all 4 sides of all structures. (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.)
All documents and plans to be submitted as electronic files (PDF format as required)

Proof of ownership is required if it is inconsistent with the assessors records

☒ Supply one of the following which includes the length, width and height of the shed:
a. A copy of the brochure from the manufacturer showing a picture of the shed.
b. A picture or sketch of the proposed shed (this could be printed from the manufacturer's website).

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 Building Inspections office, room 315 City Hall or call 874-8703.

Permit Fee: $25.00 for the first $1,000.00 construction cost, $11.00 every additional $1,000.00 cost

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

This document is also available on line at:
http://www. portlandmaine.gov/754/Applications-Fees

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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.

Address/Location of Construction: 89 Harris Ave Portland, ME 04103		
Total Square Footage of Proposed Structure: 140 ft		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	**Applicant Name:** Xan Quang Address 89 Harris Ave City, State & Zip Portland, ME 04103	Telephone: 207-409-7688 Email: rachelq1123@gmail.com
Lessee/Owner Name : (if different than applicant) Address: City, State & Zip: Telephone E-mail:	**Contractor Name:** (if different from Applicant) Address: City, State & Zip: Telephone E-mail:	Cost Of Work: $ 1500 C of O Fee: $ Historic Rev $ **Total Fees : $** 1500

Current use (i.e. single family) Shed

If vacant, what was the previous use? Storage

Proposed Specific use: Storage

Is property part of a subdivision? No If yes, please name

Project description:

To fix and expand the storage shed.

Who should we contact when the permit is ready: Leonardo Quang

Address: 89 Harris Ave

City, State & Zip: Portland, ME 04103

E-mail Address: leonardoqquang@gmail.com

Telephone: 207-318-7208

Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permitdenial.

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, or stop by the Inspections Division 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: Xan Q Digitally signed by com.apple.idms.appleid.prd.793748466d4b4a4374545464 6a4e77347234714 56f513d3d DN: cn=com.apple.idms.appleid.prd.793748466d4b4a4374545464 6a4e77347234714 56f513d3d Date: 2015.07.06 10:54:44 -05'00' **Date:** 07/06/15

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