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

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 06/05/17

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

One- and Two-Family Addition/Alteration Checklist

(Including shed, deck, accessory structure, pool, change of use and amendment)

All applications shall include the following (please check and submit all required items):

- [x] **One- and Two-Family Additions/Alterations Checklist** (this form)
- [x] **General Building Permit Application** completed
- [x] **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 (required for any additions to the footprint or volume of the structure, any new or rebuilt structures or accessory detached structures)
- [ ] **Proof of Ownership** (e.g. deed, purchase and sale agreement) if the property was purchased within the past six months

Applications for pools shall also include the following:

- [ ] **A complete set of plans** with structural details, dimensions and a cross section showing the slope and depth ratios (for in-ground pools)
- [ ] **Design specifications** from the manufacturer (for above ground pools)
- [ ] **Details of required barrier protection** including the design of fencing, gates, latches, ladders or audible alarms (if applicable), and showing the location and construction detail for all features. This information can often be obtained from the manufacturer.

Applications for sheds for storage only and 200 square feet or less shall also include the following:

The length, width and height of the structure as described in:

- [ ] A copy of the brochure from the manufacturer; or
- [ ] A picture or sketch/plan of the proposed shed/structure

Applications for additions, alterations and detached accessory structures shall also include the following information per the IRC 2009 *(As each project has varying degrees of complexity and scope of work for repairs, alterations and renovations, some information may not be applicable. Please check and submit only those items that are applicable to the proposed project.)*:

- [x] Floor plans with dimensions - existing and proposed
- [ ] Elevations with dimensions – existing and proposed
- [ ] Foundation plan with footing/pier (sonotube) size and location
- [ ] Cross sections with framing material (foundation anchor size/spacing, rebar, drainage, damp proofing, floors, walls, beams, ceilings, rafters etc.)
- [ ] Detail new wall/floor/ceiling partitions including listed fire rated assemblies and continuity
- [ ] Window and door schedules including dimensions, and fire rating
- [ ] Stair details, including dimensions of rise/run, head room, guards/handrails, and baluster spacing
- [ ] Insulation (R-factors) of walls, ceilings and floors and the heat loss (U-factors) of windows
- [ ] Indicate location of egress windows and smoke/carbon monoxide detection
- [ ] Deck construction including pier layout, framing, fastenings, guards, handrails, and stair dimensions

Separate permits are required for internal & external plumbing, electrical installations, heating, ventilating and air conditioning (HVAC) systems and appliances.

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Department of Permitting and Inspections

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 that 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 selections below.

1. Once the complete application package has been received by us, and entered into the system
2. You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the process.
3. You then have the following four (4) payment options:

☐ provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment

☐ 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

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

City of Portland
Department of Permitting and Inspections
389 Congress Street, Room 315
Portland, Maine 04101

By signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via e-mail. ***No work shall be started until I have received my permit.***

Applicant Signature: _____ Date: 3/14/17

I have provided digital copies and sent them on: Date:_____

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

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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: 124 Allen Ave #1		
Total Square Footage of Proposed Structure: 65 s/f	Existing	
Tax Assessor's Chart, Block & Lot Chart# 342 Block# B Lot# 16	**Applicant Name:** David Morash Address 124 Allen Ave #1 City, State & Zip Portland, ME 04103	Telephone: 207-232-2677 Email: flatlanderdev@gmail.com
Lessee/Owner Name: (if different than applicant) Address: Loralyn Woodward City, State & Zip: 124 Allen Ave #1 Telephone 207-450-4104 E-mail: laralynwoodward@yahoo.com	**Contractor Name:** (if different from Applicant) Address: City, State & Zip: Telephone E-mail:	Cost of Work: $ 3000 C of O Fee: $ Historic Rev $ Total Fees: $

Current Use (i.e. single family) 2 Family

If vacant, what was the previous use?

Proposed Specific use: Adding 3/4 bath to existing laundry room

Is property part of a subdivision? If yes, please Name N/A

Project description:

Adding a shower, toilet and sink to existing laundry area

Who should we contact when the permit is ready:	David Morash
Address:	124 Allen Ave #1
City, State & Zip:	Portland, ME 04103
E-mail Address:	flatlanderdev@gmail.com
Telephone:	207-232-2677

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

In order to be sure the City fully understands the full scope of the project, the 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 Department of Permitting and Inspections on-line at www.portlandmaine.gov, or stop by the 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: [signature] **Date:** 3/14/17

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