



Jeff Levine, AICP, Director
 Planning & Urban Development Department

Tammy Munson, Director
 Inspections Division

Residential Additions/Alterations Permit Application 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.

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 www.portlandmaine.gov, in the Inspection Office, Room 315 of Portland City Hall or call (207)874-8703 to have one mailed to you.

One (1) complete set of construction drawings must include:

- Cross sections w/framing details
- Floor plans and elevations existing & proposed
- Detail removal of all partitions & any new structural beams
- Detail any new walls or permanent partitions
- Stair details including dimensions of: rise/run, head room, guards/handrails, baluster spacing
- Window and door schedules
- Foundation plans w/required drainage and damp proofing (if applicable)
- Detail egress requirements and fire separation/sound transmission ratings (if applicable)
- Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IEBC 2009
- Deck construction including: pier layout, framing, fastenings, guards, stair dimensions
- Electronic files in pdf format are also required
- Proof of ownership is required if it is inconsistent with the assessors records

Separate permits are required for internal & external plumbing, HVAC, and electrical installations.

If there are any additions to the footprint or volume of the structure, any new or rebuilt structures or, accessory detached structures a plot plan is required. A plot must include:

- The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines. 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.
- Location and dimensions of parking areas and driveways
- A change of use may require a site plan exemption application to be filed.

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 online 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 \$1000.00 construction cost, \$11.00 per additional \$1000.00 cost
This is not a Permit; you may not commence any work until the Permit is issued.



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: <u>7 Northwood</u>		
Total Square Footage of Proposed Structure:		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Applicant Name: Address City, State & Zip	Telephone: Email:
Lessee/Owner Name: <u>Deivy Periana</u> (if different than applicant) Address: <u>7 NORTHWOOD DRIVE</u> City, State & Zip: <u>PORTLAND ME 04103</u> Telephone <u>207-838-8602</u> E-mail: <u>deivy1607@hotmail.com</u>	Contractor Name: (if different from Applicant) Address: City, State & Zip: Telephone E-mail:	Cost Of Work: \$ <u>1,000 -</u> C of O Fee: \$ _____ Historic Rev \$ _____ Total Fees : \$ <u>25</u>
Current use (i.e. single family) _____ <u>Single family / Townhouse</u>		
If vacant, what was the previous use? _____		
Proposed Specific use: _____		
Is property part of a subdivision? ___ If yes, please name _____		
Project description: <u>Finished Basement</u>		
Who should we contact when the permit is ready: <u>Deivy Periana</u>		
Address: <u>7 NORTHWOOD DRIVE</u>		
City, State & Zip: <u>PORTLAND ME 04103</u>		
E-mail Address: <u>deivy1607@hotmail.com</u>		
Telephone: <u>207 838-8602</u>		

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 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 <http://www.portlandmaine.gov/754/Applications-Fees> 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: <u>Deivy Periana</u>	Date: <u>March 20th, 2015</u>
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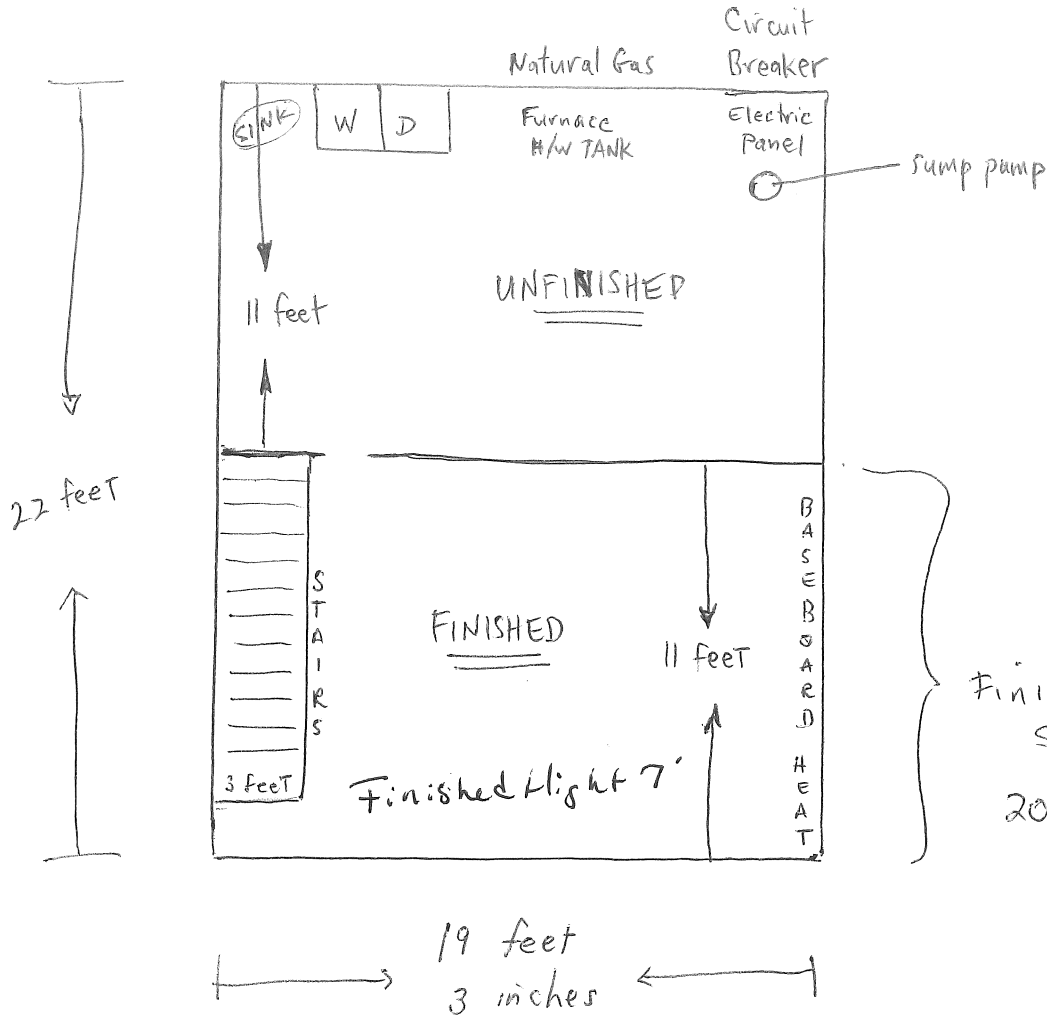
This is not a permit; you may not commence ANY work until the permit is issued.

7 NORTHWOOD DRIVE, PORTLAND

BOOK 26296

PAGE 021

MAP 348/c/22-58-78



- baseboard
- drywall
- recessed (7) lighting
- concrete floor
- baseboard heat
- Total 7 elect. outlets

7 Northwood Drive

912768

Permit # 912768

City of Portland BUILDING PERMIT APPLICATION Fee \$50. Zone Map # Lot #

Please fill out any part which applies to job. Proper plans must accompany form.

Owner: Mark E. Rustin Phone # 797-2437

Address: 1364 Washington Ave. ptld, NE 04103

LOCATION OF CONSTRUCTION: 3 Northwood Dr

Contractor: JMOR Sub: _____

Address: _____ Phone # _____

Est. Construction Cost: 5000 Proposed Use: 1-FAM CONDO UNIT

of Existing Res. Units _____ Past Use: 1-FAM CONDO

Building Dimensions L _____ W _____ # of New Res. Units _____

Stories: _____ # Bedrooms _____ Lot Size: _____

Proposed Use: Residential Condominium _____ Conversion _____

Explain Conversion: Interior renovations - basement

Date: 5/25/91 Name: _____

Inside Fire Limits: _____ Subdivision: _____

Bldg Code: _____ City: **CITY OF PORTLAND**

Time Limit: _____ Over: _____

Estimated Cost: 5000

Street Frontage Provided: _____ Back _____ Side _____

Provided Setbacks: Front _____

Review Required: _____

Zoning Board Approval: Yes _____ No _____ Date: _____

Planning Board Approval: Yes _____ No _____ Date: _____

Conditional Use: _____ Variance: _____ Site Plan _____

Shoreland Zoning: Yes _____ No _____ Floodplain: Yes _____ No _____

Special Exception: _____

Other: (Explain) _____

PERMIT ISSUED

JUN 26 1991

HISTORIC PRESERVATION

1. Ceiling Joists Size: _____ Spacing _____

2. Ceiling Strapping Size _____ Spacing _____

3. Type Ceilings: _____ Does not require review.

4. Insulation Type _____ Size _____

5. Ceiling Height: _____

Roof:

1. Truss or Rafter Size _____ Span _____

2. Sheathing Type _____ Size _____

3. Roof Covering Type _____

Chimneys: _____ Number of Fire _____

Heating: _____ Type of Heat: _____

Electrical: _____

Plumbing: _____ Services Entrance Size: _____ Smoke Detector Required: Yes _____ No _____

Swimming Pools:

1. Type: _____

2. Pool Size: _____

3. Must conform to National Swimming Pool Code and State Law.

Permit Received By: Mark E. Rustin Date: _____

Signature of Applicant: _____ Date: _____

Signature of CEO: _____ Date: _____

Inspection Dates: _____

PERMIT ISSUED WITH REQUIREMENTS

PERMIT ISSUED WITH REQUIREMENTS

Foundation:

1. Type of Soil: _____

2. Set Backs - Front _____ Rear _____ Side(s) _____

3. Footings Size: _____

4. Foundation Size: _____

5. Other: _____

Floor:

1. Sills Size _____ Sills must be anchored.

2. Girder Size: _____

3. Lally Columns Spacing: _____ Size: _____

4. Joists Size: _____ Spacing 16" O.C.

5. Bridging Type: _____ Size: _____

6. Floor Sheathing Type: _____ Size: _____

7. Other Material: _____

Exterior Walls:

1. Studding Size _____ Spacing _____

2. No. windows _____

3. No. Doors _____

4. Header Size: _____ Spant(s) _____

5. Bracing: Yes _____ No _____

6. Corner Posts Size _____ Size _____

7. Insulation Type _____ Size _____

8. Sheathing Type _____ Size _____

9. Siding Type _____ Size _____

10. Masonry Materials _____ Weather Exposure _____

11. Metal Materials _____

Interior Walls:

1. Studding Size _____ Spacing _____

2. Header Size: _____ Spant(s) _____

3. Wall Covering Type _____

4. Fire Wall if required _____

5. Other Materials _____

White-Tax Assessor Yellow-GPCOG

White-Tax Assessor White Tag - CEO

White-Tax Assessor Yellow-GPCOG

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