FILL IN AND SIGN WITH INK

# HVAC / Power Equipment Checklis

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 01/02/15

**All of the following information is required and must be submitted. Checking off ea prepare your application package will ensure your package is complete and will help to expedite the permitting process.**

- [x] A floor plan that includes structural details, size and dimensions of the floor the equipment is going to be installed.
- [x] Information on how the unit is being vented & hanging details if appropriate.
- [x] Details of the specific equipment being installed; ie; specifications and any heating technical specifications. Often this information can be obtained from the manufacturer's spec sheet or retail advertisements.
- [ ] A plot plan showing the shape and dimension of the lot, with the distance from the actual property lines, and the principal structure.
- [ ] Proof of ownership is required if it is inconsistent with the assessors records.

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

**Separate permits are required for plumbing and electrical installations, as required.**

**Separate permits are also required based on different properties (different Chart, Block and Lot.)**

**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.**

PORTLAND MA

*Strengthening a Remarkable City, Building a Community for Life*

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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: _____ Date: 12-19-14

I have provided digital copies and sent them on: PDF Date: 12-19-14

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