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Planning & Urban Development Department

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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 Contract Act requires that any home construction or repair work for more than \$500, 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 515 of Portland City Hall or call (207) 874-8705 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
- Sill details including dimensions of the sill, head, foot, jamb, handrail baluster spacing
- Window and door schedules
- Foundation plans w/ required drainage and damp proofing (if applicable)
- Detail egress requirements and the required sound transmission ratings (if applicable)
- Insulation R-values of walls, ceiling, & floors & U-values of windows per the IECC 2009
- Deck construction including pier layout, framing, flooring, gables, stair dimensions
- Electronic files in pdf format are also required
- Proof of ownership is required if it is inconsistent with the tax/assessor 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 area 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 515 City Hall or call 874-8705.

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.

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<http://www.portlandmaine.gov/planning/building.asp> * E-Mail: buildinginspections@portlandmaine.gov