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

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 08/24/17

New One- and Two-Family Dwelling

(Level I – Minor Residential Development Review)

All applications for the development of a new one- or two-family dwelling requires development review by the Planning and Urban Development Department and zoning and building code review by the Permitting and Inspections Department. Reviews are conducted concurrently and all application materials shall be submitted in one package to the Permitting and Inspections Department. Please include all items listed below to ensure a timely review of the application.

Submission Checklist

All applications shall include the following:

- [x] **New One- and Two-Family Dwelling Submission Checklist and Application** (this form)
- [x] **Evidence of right, title and interest** (e.g. deed, purchase and sale agreement with current deed)
- N/A [ ] **Copies of any required state and/or federal permits**
- N/A [ ] **Written description of existing and proposed easements or other burdens**
- N/A [ ] **Written request for waivers from individual site plan and/or technical standards**
- [x] **ResCheck** https://www.energycodes.gov/rescheck/ certificates of compliance per the 2009 IECC
- [x] **Boundary Survey** meeting the requirements of Section 13 of the City of Portland Technical Manual
- [x] **Site Plan** with the information listed below shown on the plan (can be combined with Boundary Survey or submitted as a separate document). Photocopies of the plat or hand drawn building footprints will not be accepted. Please check all items, as applicable and show on the plan.
  - [x] North arrow and graphic scale
  - [x] Zoning district, setback and dimensional requirements. Show zone lines and overlay zones that apply to the property, including Shoreland Zone, Stream Protection Zone and/or Flood Zones. Highest Annual Tide (HAT) must be shown as located by a surveyor for the Shoreland Zone.
  - [x] Existing and proposed structures showing distances from all property lines
  - * [x] Location and dimension of existing and proposed paved areas
  - [x] Finish floor elevation (FFE)
  - [x] Exterior building elevations for all four sides
  - * [x] Existing and proposed utilities (or septic system, where applicable)
  - N/A [ ] Identification and proposed protection measures for any significant natural features as defined in Section 14-526(b) of the Land Use Code
  - N/A [ ] Proposed protection to or alterations of watercourses
  - N/A [ ] Proposed wetland protections or impacts
  - * [x] Natural Resources Conservation Service (NRCS) soil type
  - * [x] Existing and proposed grading and contours before & after built work of surveyor
  - N/A [ ] Existing and proposed easements or public or private rights-of-way
  - * [x] Proposed storm water management and erosion controls
  - * [x] Existing vegetation to be preserved and proposed site landscaping and street trees (two trees per unit for a one- or two-family dwelling)
  - * [x] Existing and proposed curb and sidewalk for a two-family dwelling (?)
  - * [x] Total area and limits of proposed land disturbance
  - N/A [ ] Proposed pier, dock, wharf or slope stabilization reconstruction in Shoreland Zone, if applicable
  - [x] Proposed ground floor area of building
  - * [x] Foundation/perimeter drain and outlet

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Additional requirements may apply for lots on unimproved streets. Contact the Planning and Urban Development Department for more information.

☐ **A complete set of construction drawings**, including the following per the IRC 2009:

- ☑ Foundation plan with footing/pier size and location
- ☑ Cross sections with framing sizes and material (foundation anchor size/spacing, rebar, drainage, damp proofing, floors, walls, beams, ceilings, headers, rafters etc.)
- ☑ Floor plans, to scale, with dimensions
- ☑ Elevations, to scale, with dimensions showing height from average grade
- ☑ Detail wall/floor/ceiling partitions including listed fire rated assemblies
- ☑ Window and door schedules including egress (emergency escape), safety glazing and fire rating
- ☑ Locate egress windows and smoke/carbon monoxide detection
- ☑ 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-factor) of windows
- N/A ☐ Deck construction including pier layout, framing, fastenings, anchors, guards, handrails, and stairs
- N/A ☐ Dwelling/attached garage separation details

****Please note:** As of September 16, 2010 all new construction of one- and two-family homes are required to be sprinkled in compliance with NFPA 13D (minimum). This is required by City Code. (NFPA 101 2009 ed.)

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

Site Plan Standards for Review of Level I: Minor Residential

Level I: Minor Residential site plan applications are subject to the following site plan standards*, as contained in section 14-526 of Article V, Site Plan:

- **14-526 (a) Transportation Standards:**
  - 2.a. Site Access and Circulation (i) and (ii);
  - 2.c Sidewalks: (*if the site plan is a two- family or multi-family building only*);
  - 4.a. Location and required number of vehicle parking spaces:(i) and (iv)
- **14-526 (b) Environmental Quality Standards:**
  - 1. Preservation of significant natural features.
  - 2.a. Landscaping and landscape preservation
  - 2.b. Site landscaping (iii)
  - 3.a. Water quality, storm water management and erosion control: a., d., e., and f.
- **14-526 (c) Public Infrastructure and Community Safety Standards:**
  - 1. Consistency with Master Plan
  - 2. Public Safety and fire prevention
  - 3. Availability and adequate capacity of public utilities; a., c., d., and e.
- **14-526 (d) Site Design Standards:**
  - 5. Historic Resources
  - 9. Zoning related design standards

**Except as provided in Article III of the City Code, or to conditions imposed under Section 14-526(e) only, or to those submission requirements set forth in section 14-527 as relate solely thereto.*

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Please note: The total application fee for a New One- or Two-Family Dwelling application, payable upon receipt of invoice from the Permitting and Inspections Department, includes the site plan application fee, the site inspection fee, the building permit fee (based on the cost of work) and the Certificate of Occupancy fee. Refer to the Building Permits and Inspections Fee Schedule for current fee amounts.

Development Review – Planning and Urban Development

The City of Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14), which includes the Subdivision Ordinance (Article IV, Sections 491 - 520) and the Site Plan Ordinance (Article V, Sections 521 - 540). The Land Use Code is on the City's website: www.portlandmaine.gov. For additional information regarding development review, please contact the Planning and Urban Development Department:

Planning and Urban Development Department
Fourth Floor, City Hall
389 Congress Street
(207) 874-8721
http://portlandmaine.gov/314/Planning-Urban-Development

Zoning and Building Code Review – Permitting and Inspections

For questions regarding zoning and building code review, please refer to the Permitting and Inspections Department at http://portlandmaine.gov/1728/Permitting-Inspections, or the contact information at the bottom of this page. For a code resource, refer to the One & Two Family Review Guide.