



**Department of Permitting and Inspections**  
**Pool Installation / Construction**  
**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.

<b>Location/Address of Construction:</b>		
<b>Total Square Footage of Proposed Structure</b>		<b>Square Footage of Lot</b>
<b>Tax Assessor's Chart, Block &amp; Lot</b> Chart#      Block#      Lot#	<b>Owner name &amp; address:</b>	<b>Telephone:</b>  <b>E Mail:</b>
<b>Lessee/Buyer's Name (If Applicable)</b>	<b>Applicant name, address &amp; telephone:</b>	<b>Cost of Work:</b> \$ _____  <b>Fee: \$</b> _____
Dimensions of pool: _____ above or below ground: _____		
Dimensions of decking and/or any platforms, sheds, or other structures:		
<b>Contractor's Name, address, phone # and E-mail:</b>		
<b>Who should we contact when the permit is ready:</b> _____		
<b>Phone:</b> _____ <b>E Mail:</b> _____		
<b>Mailing address:</b>		

**Please submit all of the information outlined in the pool application checklist. Failure to do so could result in the automatic denial of your permit.**

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 on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), stop by the Building Inspections 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:

Date:

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