Portland, Maine | Yes. Life's good here.

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 03/10/17

## Department of Permitting and Inspections

# 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:**

- [x] Cross sections w/framing details
- [x] 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 IEEC 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 assessor's 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 on-line at www.portlandmaine.gov, stop by the Permitting and Inspections Office, room 315 City Hall or call 874-8703.

**Permit Fee: $25.00 for the first $1000.00 construction cost, $15.00 per additional $1000.00 cost**
**This is not a Permit; you may not commence any work until the Permit is issued.**

*389 Congress Street * Portland Maine 04101-3509 * Phone: (207) 874-8703 * Fax: (207) 874-8716*
http://www.portlandmaine.gov * E-Mail: buildinginspections@portlandmaine.gov

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## *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 that 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 selections below.

1. Once the complete application package has been received by us, and entered into the system
2. You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the process.
3. You then have the following four (4) payment options:

☐ provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment

☐ 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

☐ deliver a payment method through the U.S. Postal Service, at the following address:

**City of Portland**
**Department of Permitting and Inspections**
**389 Congress Street, Room 315**
**Portland, Maine 04101**

By signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via e-mail. ***No work shall be started until I have received my permit.***

Applicant Signature: _____ Date: 10/14/16

I have provided digital copies and sent them on: Date:_____

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