PORTLA

Strengthening a Remarkable Cit

Jeff Levine, AICP, Director
Director of Planning and Urban Development

Electronic Signature and I

Inspections Division

Notice: Your electronic signature is

By digitally signing the attached document(s), yo
document and your electronic signature is consider
also signifying your intent on paying your fees by th

Date: 10/18/13

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, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.

☐ Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.

☐ I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature: PO Box 10587 Date: Portland

I have provided digital copies and sent them on: Date: 8/12/13

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

Level
Developm
P
Planning an

Portland's Planning and Urban Development Depart
for site plan, subdivision and other applications unde
application form for a Level I: Minor Residential site

Level I: Minor Residential development includes:

- Development of a single-family or a two-fami
accessory structures, such development sha
purposes of this article regardless of its size.
- The addition of any additional dwelling unit to
dwelling or multifamily structure, if the additio
review under Maine State Statutes and Portland's Subdivision Ordinance.

Inspections Division

Date: 10/18/13

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

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 , or contact the Inspections Office to have one mailed to you.

The Land Use Code (including Article V), the Technical Manual, and the Design Manual are available on the City's web site at http://www.portlandmaine.gov/planning/default.asp or copies may be purchased at the Planning Division Office.

Inspection Division
Room 315, City Hall
389 Congress Street
(207) 874-8703

Office Hours
Monday, Tuesday, Wednesday and Friday
8:00 a.m. – 4:00 p.m.
Thursday
8:00 a.m. – 1:00 p.m.

Planning Division
Fourth Floor, City Hall
389 Congress Street
(207) 874-8721

Office Hours
Monday thru Friday
8:00 a.m. – 4:30 p.m.

Project Address: 26 Basket Lane, Portla

Total Square Footage of Proposed Structure/Area: Single residential house 1523 sq. ft	**Area of lot (total sq** **Garage:** **Yes** X **Attache** **Detach** **Sq. Ft.:**
Tax Assessor's Chart, Block & Lot(s): Chart# Block # Lot # 390 A 21	

Current legal use: vacant land

Number of Residential Units none

If vacant, what was the previous use? n/a

Is property part of a subdivision? yes **If yes, pl**

Project Description: residential - single family hous

Inspections Division

Date: 10/18/13

APPLICANT – (must be owner, Lessee or Buyer) Name: Jocelyne Deraspe Business Name, if applicable: Address: PO Box 10587 City/State : Portland Zip Code: 04104	Work # Home# Cell # 207-653-6760 e-mail: jocelyneinmaine@yahoo.com
OWNER INFORMATION – (if different from Applicant) Name: Burt Wolf Address: PO Box 1382 Portland, ME 04104 City/State : Zip Code:	Work # Home# Cell # e-mail:
CONTRACTOR INFORMATION: Name: Birds Eyeview Inc - Tim Bickford Address: PO Box 691 28 Evergreen Cir City/State : Limington Zip Code: 04049 Phone Number: 207-671-6726; bickford.t@gmail.c	**Contact when Building Permit is Ready:** Name: Jocelyne Deraspe 207-653-6760 Phone Number:

DEVELOPMENT REVIEW FEES:
Payment may be made in cash, credit card or check a

Level I Minor Residential Site Plan **1. Application Fee - $300.00** **2. Inspection Fee - $100.00** (for site plan inspection by the Planning Division **3. Certificate of Occupancy Fee - $75.00** **4. Building Permit (Cost of Work)** **Total Due**
Building Permit Fee - $30 for the first $1,000 constr
Performance Guarantee - Exempt except for those winter and the site work is incomplete.

Inspections Division

Date: 10/18/13

Please submit all of the information outlined o and 5 of this Application. In addition, a CD or PDF (e-mailed to buildinginspections@portlandmaine.gov) of the entire Application, including all plans, must be submitted with the Application. Failure to do so may result in the automatic denial of your permit.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14), which includes the Subdivision Ordinance (Section 14-491) and the Site Plan Ordinance (Section 14-521). Portland's Land Use Code is on the City's web site: www.portlandmaine.gov Copies of the ordinances may be purchased through the Planning Division. All of the information on the checklist must be submitted for review. The applicant must check off the items contained in the application package to ensure the application is complete.

Property Taxes:
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 a permit of any kind is accepted.

Separate Permits:
Separate permits are required for internal and external plumbing, HVAC, and electrical installations.

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 Planning Authority and Code Enforcement'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 of Applicant:	**Date:**
Jocelyne Deraspe	8/12/13

This is not the permit - you may not commence any work until the permit is issued.

A CD or PDF of the entire application, includi
application. (e-mail to buildinginsp

General Submittal Requiremen			
Applicant Checklist	*Planner Checklist (internal)*	*Number of Copies*	
x		*2*	*Complet*
I will call to pay		*1*	*Applicat*
x		*2*	*Evidenc*
to come with sprinkler application		*2*	*Copies c*
		2	*Written burdens*
		2	*Written technicc*
		2	*Written Section Departn*

Inspections Division

Date: 10/18/13

Site Plans and Boundary Survey Requi			
Applicant Checklist	**Planner Checklist (internal)**	**Number of Copies**	**Submittal Requirement**
X		3	Boundary survey meeting the requirements of section 13 of the City of Portland Technical Manual with the site plan information listed below shown on the plan, including a north arrow and a scale greater than or equal to 1"=20'. (Photocopies of the plat or hand drawn building footprints will not be accepted.)
X		▪ *Zoning district, setbacks and dimensional requirements. Show zone lines and overlay zones that apply to the property, including Shoreland Zone &/or Stream Protection Zone.*	
X		▪ *Existing and proposed structures (including location of proposed piers, docks or wharves if in Shoreland Zone).*	
X		▪ *Location and dimension of existing and proposed paved areas.*	
X		▪ *Proposed ground floor area of building.*	
X		▪ *Finish floor elevation (FEE) or sill elevation.*	
X		▪ *Exterior building elevations (show all 4 sides).*	
X		▪ *Existing and proposed utilities (or septic system, where applicable)*	
X		▪ *Existing and proposed grading and contours.*	
X		▪ *Proposed stormwater management and erosion controls.*	
X		▪ *Total area and limits of proposed land disturbance.*	
X		▪ *Proposed protections to or alterations of watercourses.*	
X		▪ *Proposed wetland protections or impacts.*	
X		▪ *Existing vegetation to be preserved and proposed site landscaping and street trees (2 trees per unit for a single or two-family house).*	

x		▪ *Existing and propose*
x		▪ *Existing and propose*
x		▪ *Show foundation/per*
x		▪ *Additional requireme*

Inspections Division

Date: 10/18/13

Building Permit Submittal Requirements			
Applicant Checklist	**Planner Checklist (internal)**	**Number of Copies**	
x		**1**	**One (1) c**
X			▪ (
X			▪ F
X			▪ S
X			▪ W
X			▪ F
X			▪ D
X			▪ I windows per the IEEC 2003
X			▪ *Deck construction including: pier layout, framing, fastenings, guards, stair dimensions*
In progress			▪ *As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)*
x			▪ *Reduced plans or electronic files in pdf format are also required if original plans are larger than 11X17"*

** **Reminder:** **

1. **A CD or PDF of the entire application, including all plans, must be submitted with the application.**
2. Separate permits are required for internal and external plumbing, HVAC, and electrical installations.
3. Please submit all of the information outlined in this application checklist.
4. If the application is incomplete, the application may be refused.
5. The Planning and Urban Development Department may request additional information prior to the issuance of a permit.

Site Plan Standards for Review of Level I: Minor

Level I: Minor Residential site plan applications are s
contained in section 14-526 of Article V, Site Plan:

- 14-526 (a) **Transportation Standards**:
  - 2.a. Site Access and Circulation (i) and
  - 2.c Sidewalks: (*if the site plan is a two*
  - 4.a. Location and required number of v

- 14-526 (b) **Environmental Quality Standards**:
  - 1. Preservation of significant natural
  - 2.a. Landscaping and landscape prese
  - 2.b. Site landscaping (iii)
  - 3.a. Water quality, stormwater manage

- 14-526 (c) **Public Infrastructure and Communit**
  - 1. Consistency with Master Plan
  - 2. Public Safety and fire prevention
  - 3. Availability and adequate capacity

- 14-526 (d) **Site Design Standards**:
  - 5. Historic Resources
  - 9. Zoning related design standards

Inspections Division

Date: 10/18/13

· *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.*

PORTLAND FIRE DEPARTMENT
SITE REVIEW
FIRE DEPARTMENT CHECKLIST

A separate drawing[s] shall be provided to the Portland Fire Department for all site plan reviews.

1. Name, address, telephone number of applicant.
2. Name address, telephone number of architect
3. Proposed uses of any structures [NFPA and IBC classification]
4. Square footage of all structures [total and per story]
5. Elevation of all structures
6. Proposed fire protection of all structures
   - ***As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)***
7. Hydrant locations