Inspections Division
Date: 06/15/16

Project Address:

Total Square Footage of Proposed Structure/Area:	Area of lot (total sq. ft.):	
1984 sq.ft w/attached 2 car garage	Garage: Yes [X] No [ ] Attached [X] Detached [ ] Sq. Ft.: 528	Number of Stories: 2 Number of Bathrooms: 2.5 Number of Bedrooms: 4

Tax Assessor's Chart, Block & Lot(s):

Chart#	Block #	Lot #
390	A	23

390 A 23

Current legal use: Vacant Land

Number of Residential Units 1

If vacant, what was the previous use?

Is property part of a subdivision? yes **If yes, please name** Riverwalk subdivision

Project Description:

construct a 26 x 28 Single family home with a 22x24 attached 2 car garage

APPLICANT – (must be owner, Lessee or Buyer)	
Name: James Wolf	Work # 207-773-4988
Business Name, if applicable: Diversified Properties Inc	Home#
Address: PO Box 10127	Cell #
City/State: Portland, Me Zip Code: 04104	e-mail:

OWNER INFORMATION – (if different from Applicant)	
Name: River Trails Inc. / Burt Wolf	Work # 207-773-4988
Address: PO Box 1382	Home#
City/State: Portland, Me Zip Code: 04104	Cell #
	e-mail:

CONTRACTOR INFORMATION:	**Contact when Building Permit is Ready:**
Name: Same as Applicant	Name: James Wolf
Address:	Phone Number: 207-773-4988
City/State: Zip Code:	& E:Mail: jmw1@maine.rr.com
Phone Number:	

Inspections Division

Date: 06/15/16

DEVELOPMENT REVIEW FEES:

Payment may be made in cash, credit card or check addressed to the City of Portland.

Level I Minor Residential Site Plan	Fees Paid:
1. Application Fee - $300.00	$ $300
2. Inspection Fee - $100.00 (for site plan inspection by the Planning Division)	$ $100
3. Certificate of Occupancy Fee - $75.00	$ $75
4. Building Permit (Cost of Work) *	$ 2,410
Cost of work: $ 160,000 TOTAL Due:	$ 2,885
* Building Permit Fee - $25 for the first $1,000 construction cost - $15 every additional $1,000.	
Performance Guarantee - Exempt except for those projects that complete construction in the winter and the site work is incomplete.	

Please submit all of the information outlined on the applicable Checklist, shown on Page 4 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:
	5-12-16

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

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

Inspections Division
Date: 06/15/16

Department of Permitting and Inspections

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:

- [x] 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: 5/12/16

I have provided digital copies and sent them on: Date: 5/12/16

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

A CD or PDF of the entire application, including all plans, must be submitted with the application. (e-mail to buildinginspections@portlandmaine.gov)

Inspections Division
Date: 06/15/16

General Submittal Requirements – Level I Minor Residential			
Applicant Checklist	***Planner Checklist (internal)***	***Number of Copies***	***Submittal Requirement***
X		2	*Completed application form and check list.*
X		1	*Application fees.*
		2	*Evidence of right, title and interest.*
X		2	*Copies of required state and/or federal permits.*
X		2	*Written Description of existing and proposed easements or other burdens.*
X		2	*Written requests for waivers from individual site plan and/or technical standards.*
X		2	*Written summary of fire safety (referencing NFPA fire code and Section 3 of the City of Portland Technical Manual). Refer to Fire Department Checklist on page 6 of this application.*

Site Plans and Boundary Survey Requirements – Level I Minor Residential			
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.* C4 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 storm water management and erosion controls.*
✓		▪	*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).*

Inspections Division
Date: 06/15/16

X		▪ *Existing and proposed curb and sidewalk, except for a single family home.*
X		▪ *Existing and proposed easements or public or private rights of way.*
X		▪ *Show foundation/perimeter drain and outlet.*
X		▪ *Additional requirements may apply for lots on unimproved streets.*

Building Permit Submittal Requirements –Level I: Minor Residential Development			
Applicant Checklist	**Planner Checklist (internal)**	**Number of Copies**	**Submittal Requirement**
		1	**One (1) complete set of construction drawings must include:**
X			▪ *Cross section with framing details*
X			▪ *Floor plans and elevations to scale*
X			▪ *Stair details including dimensions of: rise/run, head room, guards/handrails, baluster space*
X			▪ *Window and door schedules*
X			▪ *Foundation plans w/required drainage and damp proofing, if applicable*
			▪ *Detail egress requirements and fire separation, if applicable*
X			▪ *Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IEEC 2003*
X			▪ *Deck construction including: pier layout, framing, fastenings, guards, stair dimensions*
X			▪ *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.