

**City of Portland, Maine - Building or Use Permit Application**  
 389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 02-0158	Issue Date:	CBL -070 394 A047001
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Location of Construction: 217-227 235 Summit St	Owner Name: Kilbride Marguerite B	Owner Address: 233 Summit	Phone: 207-797-3418
Business Name: n/a	Contractor Name: Custom Builder & Design Inc.	Contractor Address: 6 Woodland Road Scarborough	Phone: 2078833518
Lessee/Buyer's Name n/a	Phone: n/a	Permit Type: Single Family	Zone: R-3 Front Predom 2A

Past Use: Vacant	Proposed Use: New Single Family 1968 sq. ft Cape Style Home; includes garage and mudroom (no decks or porches). Site Plan # 2002-0041	Permit Fee: \$863.00	Cost of Work: \$120,000.00	CEO District: 2	Zone: R-2 Rear
Proposed Project Description: Build 1968 sq. ft. Single Family with garage and mudroom included		FIRE DEPT: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied N/A	INSPECTION: Use Group: R-3 Type: SB BOCA 1999		

Signature: <i>[Signature]</i>		Signature: <i>[Signature]</i>	
PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)			
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied			
Signature:		Date:	

Permit Taken By: gg	Date Applied For: 02/22/2002	<b>Zoning Approval</b>	
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1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building permits do not include plumbing, septic or electrical work. 3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..	Special Zone or Reviews <input type="checkbox"/> Shoreland <i>N/A</i> <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <i>Panel 3 zone - Not considered as such</i> <input type="checkbox"/> Subdivision <input checked="" type="checkbox"/> Site Plan 2002-0041 Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input checked="" type="checkbox"/> Date: <i>2/20/02</i>	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	Historic Preservation <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date:
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**CERTIFICATION**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

Application ID Number: 2-0158

Department: Zoning

Status: Approved with Conditions

Reviewer: Marge Schmuckal

Comments: 217 - 227 Summit St. -  
new lot created - one split

Approval Date: 02/28/2002

Given On Date: 02/27/2002

OK to Issue Permit Name: Marge Schmuckal Date: 02/28/2002 Date 2: [ ]

Conditions Section:

This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.

Separate permits shall be required for future decks, sheds, pools, and/or garages.

NO REAR DECKS are shown on your plans, therefore, no rear decks are being approved with this permit. Separate permits shall be required for future decks.

The existing rear shed shown hanging over the lot line shall be removed. It is not in compliance with the ordinances.

Create Date: 02/25/2002 By: jgg Update Date: 02/28/2002 By: mes

**CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM  
DRC Copy**

**2002-0041**  
Application I. D. Number  
**02/22/2002**  
Application Date  
**Part of 233 Summit Street**  
Project Name/Description

**Kilbride Marguerite B**  
Applicant  
**233 Summit St, Portland, ME 04103**  
Applicant's Mailing Address  
**n/a**  
Consultant/Agent  
**Applicant Ph: (207) 797-3418 Agent Fax:**  
Applicant or Agent Daytime Telephone, Fax

**233 - 233 Summit St, Portland, Maine**  
Address of Proposed Site  
**394 A047001**  
Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply):  New Building  Building Addition  Change Of Use  Residential  Office  Retail  
 Manufacturing  Warehouse/Distribution  Parking Lot  Other (specify) \_\_\_\_\_

**1968 sq. ft.** **35,449 sq. ft.** **R2**  
Proposed Building square Feet or # of Units Acreage of Site Zoning

**Check Review Required:**

- Site Plan (major/minor)  Subdivision # of lots \_\_\_\_\_  PAD Review  14-403 Streets Review
- Flood Hazard  Shoreland  Historic Preservation  DEP Local Certification
- Zoning Conditional Use (ZBA/PB)  Zoning Variance  Other \_\_\_\_\_

Fees Paid: Site Plan **\$50.00** Subdivision \_\_\_\_\_ Engineer Review **\$250.00** Date **02/22/2002**

**DRC Approval Status:**

Approved  Denied  
See Attached

Approval Expiration **03/12/2003** Extension to \_\_\_\_\_  Additional Sheets Attached  
 Condition Compliance **Jay Reynolds** **03/12/2002**  
signature date

Performance Guarantee  Required\*  Not Required

\* No building permit may be issued until a performance guarantee has been submitted as indicated below

<input type="checkbox"/> Performance Guarantee Accepted	_____	_____	_____
	date	amount	expiration date
<input type="checkbox"/> Inspection Fee Paid	_____	_____	
	date	amount	
<input type="checkbox"/> Building Permit Issue	_____		
	date		
<input type="checkbox"/> Performance Guarantee Reduced	_____	_____	_____
	date	remaining balance	signature
<input type="checkbox"/> Temporary Certificate of Occupancy	_____	<input type="checkbox"/> Conditions (See Attached)	_____
	date		expiration date
<input type="checkbox"/> Final Inspection	_____	_____	
	date	signature	
<input type="checkbox"/> Certificate Of Occupancy	_____		
	date		
<input type="checkbox"/> Performance Guarantee Released	_____	_____	
	date	signature	
<input type="checkbox"/> Defect Guarantee Submitted	_____	_____	_____
	submitted date	amount	expiration date
<input type="checkbox"/> Defect Guarantee Released	_____	_____	
	date	signature	

**CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM  
ADDENDUM**

2002-0041

Application I. D. Number

02/22/2002

Application Date

Part of 233 Summit Street

Project Name/Description

**Kilbride Marguerite B**

Applicant

**233 Summit St, Portland, ME 04103**

Applicant's Mailing Address

n/a

Consultant/Agent

**Applicant Ph: (207) 797-3418      Agent Fax:**

Applicant or Agent Daytime Telephone, Fax

**233 - 233 Summit St, Portland, Maine**

Address of Proposed Site

**394 A047001**

Assessor's Reference: Chart-Block-Lot

**Approval Conditions of DRC**

- 1 All damage to sidewalk, curb, street, or public utilities shall be repaired to City of Portland standards prior to issuance of a Certificate of Occupancy.
- 2 Two (2) City of Portland approved species and size trees must be planted on your street frontage prior to issuance of a Certificate of Occupancy.
- 3 Your new street address is now #223 SUMMIT STREET, the number must be displayed on the street frontage of your house prior to issuance of a Certificate of Occupancy.
- 4 The Development Review Coordinator (874-8632) must be notified five (5) working days prior to date required for final site inspection. Please make allowances for completion of site plan requirements determined to be incomplete or defective during the inspection. This is essential as all site plan requirements must be completed and approved by the Development Review Coordinator prior to issuance of a Certificate of Occupancy. Please schedule any property closing with these requirements in mind.
- 5 A sewer permit is required for you project. Please contact Carol Merritt at 874-8300, ext . 8828. The Wastewater and Drainage section of Public Works must be notified five (5) working days prior to sewer connection to schedule an inspector for your site.
- 6 A street opening permit(s) is required for your site. Please contact Carol Merritt ay 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)
- 7 As-built record information for sewer and stormwater service connections must be submitted to Public Works Engineering Section (55 Portland Street) and approved prior to issuance of a Certificate of Occupancy.
- 8 The site contractor shall establish finish grades at the foundation, bulkhead and basement windows to be in conformance with the first floor elevation (FFE) and sill elevation (SE) set by the building contractor to provide for positive drainage away from entire footprint of building.
- 9 The Development Review Coordinator reserves the right to require additional lot grading or other drainage improvements as necessary due to field conditions.

**Approval Conditions of Zoning**

- 1 This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
- 2 Separate permits shall be required for future decks, sheds, pools, and/or garages.
- 3 NO REAR DECKS are shown on your plans, therefore, no rear decks are being approved with this permit. Separate permits shall be required for future decks.
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Zoning Copy**

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 Manufacturing  Warehouse/Distribution  Parking Lot  Other (specify) \_\_\_\_\_

1968 sq. ft. Proposed Building square Feet or # of Units      35,449 sq. ft. Acreage of Site      R2 Zoning

**Check Review Required:**

Site Plan (major/minor)       Subdivision # of lots \_\_\_\_\_       PAD Review       14-403 Streets Review  
 Flood Hazard       Shoreland       Historic Preservation       DEP Local Certification  
 Zoning Conditional Use (ZBA/PB)       Zoning Variance       Other \_\_\_\_\_

Fees Paid: Site Plan \$50.00 Subdivision \_\_\_\_\_ Engineer Review \$250.00 Date: 02/22/2002

**Zoning Approval Status:** Reviewer Marge Schmuckal

Approved       Approved w/Conditions See Attached       Denied

Approval Date 02/28/2002      Approval Expiration 02/28/2003      Extension to \_\_\_\_\_       Additional Sheets Attached

Condition Compliance      Marge Schmuckal signature      02/28/2002 date

**Performance Guarantee**       Required\*       Not Required

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	date	amount	
<input type="checkbox"/> Building Permit Issued	_____		
	date		
<input type="checkbox"/> Performance Guarantee Reduced	_____	_____	_____
	date	remaining balance	signature
<input type="checkbox"/> Temporary Certificate of Occupancy	_____	<input type="checkbox"/> Conditions (See Attached)	_____
	date		expiration date
<input type="checkbox"/> Final Inspection	_____	_____	
	date	signature	
<input type="checkbox"/> Certificate Of Occupancy	_____	_____	
	date		
<input type="checkbox"/> Performance Guarantee Released	_____	_____	_____
	date	signature	
<input type="checkbox"/> Defect Guarantee Submitted	_____	_____	_____
	submitted date	amount	expiration date

**CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM  
ADDENDUM**

**Kilbride Marguerite B**  
Applicant  
**233 Summit St, Portland, ME 04103**  
Applicant's Mailing Address  
n/a  
Consultant/Agent  
Applicant Ph: (207) 797-3418      Agent Fax:  
Applicant or Agent Daytime Telephone, Fax

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Application Date  
**Part of 233 Summit Street**  
Project Name/Description  
**233 - 233 Summit St, Portland, Maine**  
Address of Proposed Site  
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# Russ Doucette

## *Custom Builders and Design*

Telephone 883-3518

Cell 329-3518

Pager 759-2887

Fax 883-7709

E-mail RDBuild@maine.rr.com

Rachel and Marguerite Kilbride

233 Summit St.

Portland, ME 04107

2-7-02

The following is a description of work to be done and materials needed for the construction of the above residence.

- |                              |                     |
|------------------------------|---------------------|
| 1) Sitework                  | 8) Masonry          |
| 2) Foundation                | 9) Insulation       |
| 3) Building Materials        | 10) Sheet Rock      |
| 4) Labor, Framing and Finish | 11) Painting        |
| 5) Plumbing                  | 12) Building Permit |
| 6) Heating                   | 13) Miscellaneous   |
| 7) Electrical                | 14) Allowances      |

### SITE WORK

- 1) Dig for foundation as per plans in the perimeter area
- 2) Install drain pipe inside and outside around the footings and cover with crushed stone
- 3) Cover basement area with 9" crushed stone
- 4) Coat the foundation prior to back filling
- 5) Back fill with sand
- 6) Excavate trench for underground utilities 100+ feet
- 7) Install approximately 100 feet of water line
- 8) Install 18" deep gravel driveway 100+ feet
- 9) Fine grade around building
- 10) Dig up street for utilities and repave area in spring

### FOUNDATION

- 1) The foundation will consist of 7' 10" walls and 3' 10" garage walls
- 2) Footing to be 8 x 20 w/2 rows of #4 rebar
- 3) House walls to be 8" w/2 rows of #4 rebar on top
- 4) Garage walls to be 8"
- 5) Basement slab to be 4" concrete w/6 mill poly

*will have 4'-0" below grade.*

- 6) All concrete to be 3500 P.S.T.
- 7) Install two basement windows

All Building Materials and Labor supplied by Contractor will meet or exceed the standards established by 10 M.R.S.A. ~1411-1420~ for minimum energy efficient building standards of new residential construction.

### BUILDING MATERIALS

- 1) Install sill insulation
- 2) Sill to be 2 x 6 p.t.
- 3) Wood girders to be four 5 ¼ x 9 ½ paralam, use L.V.L. and I-beam where noted on plans
- 4) Floor joist to be 2 x 10 k.d., 16" o.c.
- 5) Decking to be 3/4 T & G fir glued and screwed down
- 6) Exterior walls to be 2 x 6, 16" o.c.
- 7) Garage walls to be 2 x 4, 16" o.c.
- 8) Exterior sheathing to be 7/16 advantec
- 9) Support header to be three 2 x 8 or 2 x 10 or L.V.L. - *OK see notes*
- 10) Interior walls to be 2 x 4, 16" o.c.
- 11) Strapping to be 1 x 4 pine
- 12) Nailers to be installed for the kitchen cabinets, stairs, and custom built units
- 13) Rafters to be 2 x 10 or 2 x 8, 16" o.c. - *HOUSE 2x10 + 2x12 - OK*
- 14) L.V.L. will be used where noted on plans
- 15) Ceiling joist will be 2 x 6 or 2 x 8
- 16) Roof sheathing to be ½ C.D.X. fir
- 17) Roof trusses to be used for garage roof 24" o.c.

### BUILDING MATERIALS -Exterior Trim and Roofing

- 1) Roofing to be 25 year supreme three tab
- 2) 8" aluminum drip edge
- 3) Water & ice shield will be used around the roof
- 4) 2" vent strip to be in all the soffits
- 5) Ridge vent on all peaks
- 6) All exterior trim to be wrapped
- 7) Tyvek or Typar to be used to wrap the building before siding is installed
- 8) All siding to be vinyl

### BUILDING MATERIAL- Interior Trim

- 1) Casing to be 2 ½ colonial
- 2) Baseboard to be 3 ½ colonial
- 3) Doors to be 6-panel solid-core double rabbit jamb
- 4) All interior trim to be poplar wood or pine
- 5) Stairs to second floor to be carpeted, both sides going up open with ½ walls to the point of the ceiling



## EXTERIOR DOORS & WINDOWS

- 1) All windows to be vinyl low E with screens and internal grills
- 2) All exterior doors to be insulated steel
- 3) Front door to be 3' x 6/8
- 4) Back door to be an Andersen PS8 slider
- 5) Garage doors to be steel panel 9 x 8 with openers

## HEATING

- 1) Hot water system to be oil fired burner
- 2) Boiler to be cast iron Burnham or equal
- 3) 1 heating zone
- 4) One 275 gallon oil tank
- 5) Toe space heaters to be Quiet One where needed
- 6) Baseboard to be Sterling Kompac
- 7) Taco 007 circulator pumps and valves

## PLUMBING

- 1) All plumbing will meet state and local codes
- 2) For complete fixture list refer to the attached list

## ELECTRICAL

- 1) All wiring to meet all state and local codes
- 2) 200 amp overhead service
- 3) Two phone jack hookups
- 4) Two cable TV hookups
- 5) Square D 40 position panel
- 6) Door bell hookups
- 7) Four garage lights
- 8) One outside spotlight
- 9) Eight cellar lights
- 10) Install all light fixtures
- 11) All recessed lights are to be allowances

12) *SMOKE DETECTORS IN BEDROOMS & MAIN HALL - WENT OVER  
REQ. - OK*

## INSULATION

- 1) Exterior walls 6" w/poly R19
- 2) Basement blocker and runners
- 3) Extra soundproofing around drain pipes
- 4) Bathroom walls - 3 1/2 unface soundproof
- 5) Ceiling 12" R38 blown in

## SHEET ROCK

- 1) All walls and ceiling to be ½ sheetrock
- \* 2) Garage party walls and ceiling to be 5/8 fire code - OK
- 3) Three coats of joint compound will be applied
- 4) All ceilings will be smooth

## PAINTING

- 1) Interior walls and ceiling will have two coats - one primer and one solid color. Extra cost if more than three colors.
- 2) Interior wood trim will have three coats - one primer and two solid color enamel paint. All interior trim to be the same color. Extra cost for more colors
- 3) Extra cost for real deep colors

## MASONRY

- 1) Chimney to have one flue
- 2) Chimney top to be brick

## BUILDING PERMIT

Contractor will be responsible for all necessary permits.

## MISCELLANEOUS

- 1) Temporary toilet
- 2) Temporary power
- 3) Dumpster
- 4) Heating Oil
- 5) Cleaning



Applicant: Custom Builder's Design Date: 2/28/02  
217-227  
Address: ~~233~~ Summit St C-B-L: ~~394-A-70~~ 70  
from Dan & HAR

CHECK-LIST AGAINST ZONING ORDINANCE

- Date - Newly created lot (one split - not officially a "subdivision" for review)
- Zone Location - house is in R-3 - rear of lot (150' back from front is R-2 line)
- Interior or corner lot -
- Proposed Use/Work - construct New single family with attached garage <sup>24'x2</sup> No rear deck
- Sewage Disposal - City
- Lot Street Frontage - 50' min req - 131' shown
- Front Yard - 25' min req - 27' scaled
- Rear Yard - 25' min req - 40' scaled
- Side Yard - 2 Story; 14' min req - 17.5'; 21' scaled
- Projections - No rear decks
- Width of Lot - 75' min req - 99' shown at narrowest thru the bldg.
- Height - 35' max - 23.25' height
- Lot Area - ~~32~~ 6,500 sq ft min - 35,449 sq ft shown
- Lot Coverage/ Impervious Surface - 25% max or 8862.25 sq ft
- Area per Family - 6,500 sq ft
- Off-street Parking - 2 req - 2 shown
- Loading Bays - N/A
- Site Plan - minor/minor 2002-0041
- Shoreland Zoning/ Stream Protection - N/A
- Flood Plains - Panel 2 - zone X

28' x 36' = 1008  
14' x 24' = 336  
24' x 24' = 576  
1920 sq ft

existing shed hanging over the line should be removed



16 Casco Street • Portland, Maine 04101

• 207/774-0424 • FAX 774-0511

September 20, 2001

**EXISTING HOUSE LOT**

A certain parcel of land situated on the northeasterly side of Summit Street, as shown on a plan entitled "Standard Boundary Survey on Summit Street, Portland, Maine Made for Marguerite Kilbride" dated August 15, 2001 revised thru September 20, 2001 by Owen Haskell, Inc., in the City of Portland, County of Cumberland, State of Maine being bounded and described as follows:

Beginning on the northeasterly sideline of Summit Street at land now or formerly of Kathi J. Fields, Reference Book 14864 Page 345;

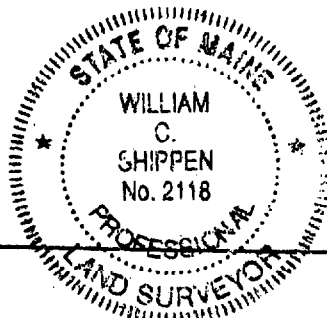
Thence N 42° 03' 20" E along said land and land now or formerly of Mark D. Ridgeway, Reference Book 8177 Page 213, 222.97 feet to land now or formerly of Margaret B. Kilbride, Reference Book 6974 page 83;

Thence S 47° 56' 40" E along land of said Margart B. Kilbride and land now or formerly of Thomas A. Kilbride 209.93 feet;

Thence S 67° 15' 31" W 291.13 feet to said sideline of Summit Street;

Thence N 22° 44' 29" W along said sideline 95.00 feet to the Point of Beginning, containing 37,232 square feet, more or less.

File: 2001-139-01-WCS



*William C. Shippen*  
9-20-01

9002 0041

# All Purpose Building 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.

Location/Address of Construction: <u>PART OF 233 SUMMIT ST</u>		
Total Square Footage of Proposed Structure <u>1968 Sq FT</u>	Square Footage of Lot <u>35,449 Sq FT</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>394</u> Block# <u>A</u> Lot# <u>47</u>	Owner: <u>MARGUERITE B. KILBRIDE</u>	Telephone: <u>797-3418</u>
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone:	Cost Of Work: \$ <u>120,000.00</u> Fee: \$ <u>1163.00</u>
Current use: <u>LAWN</u>		Bldg. 863.00 site 300.00 Total 1163.00
If the location is currently vacant, what was prior use: <u>LAWN &amp; GARDEN</u>		
Approximately how long has it been vacant: <u>FOR EVER</u>		
Proposed use: <u>TO BUILD A HOME FOR HER RETIREMENT</u>		
Project description:		
Contractor's name, address & telephone: <u>RUSS DOUCETTE CUSTOM BOILER &amp; DESIGN INC</u> <u>6 WOODLAND RD SCARBORO, ME 04074</u>		
Who should we contact when the permit is ready: <u>RUSS DOUCETTE</u>		<u>883-3518</u>
Mailing address: <u>SAME</u>		
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: <u>883-3518</u>		

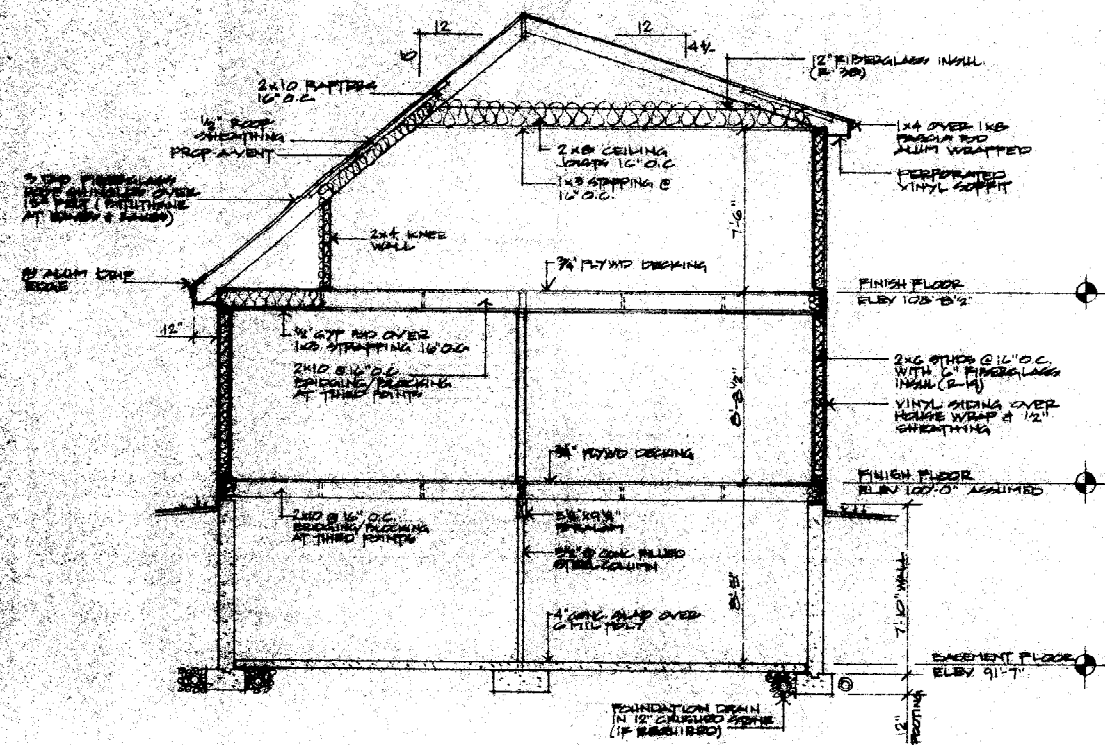
IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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.

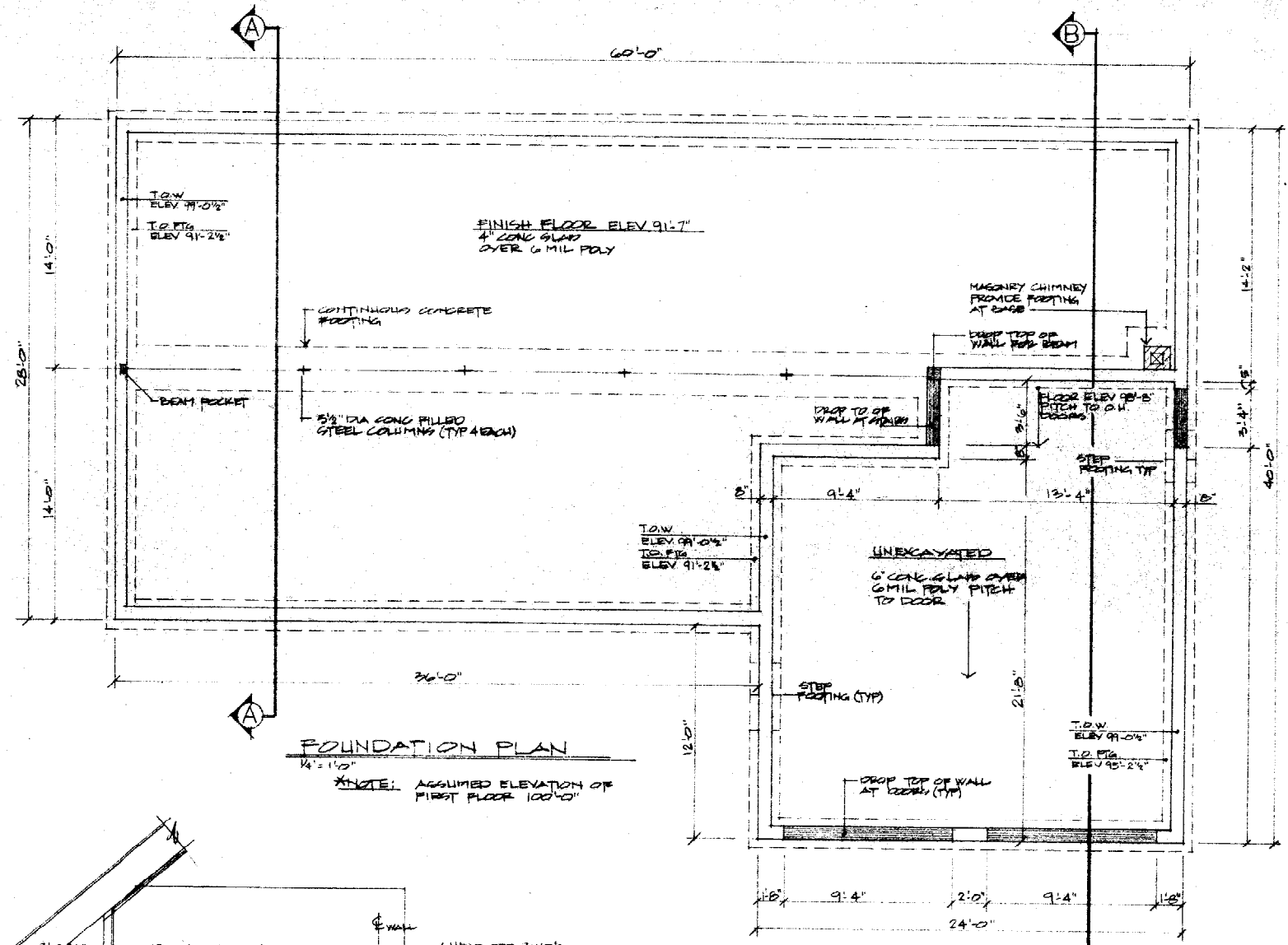
Signature of applicant: 	Date: <u>2-21-02</u>
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This is NOT a permit, you may not commence ANY work until the permit is issued. If you are in a Historic District you may be subject to additional permitting and fees with the Planning Department on the 4th floor of City Hall

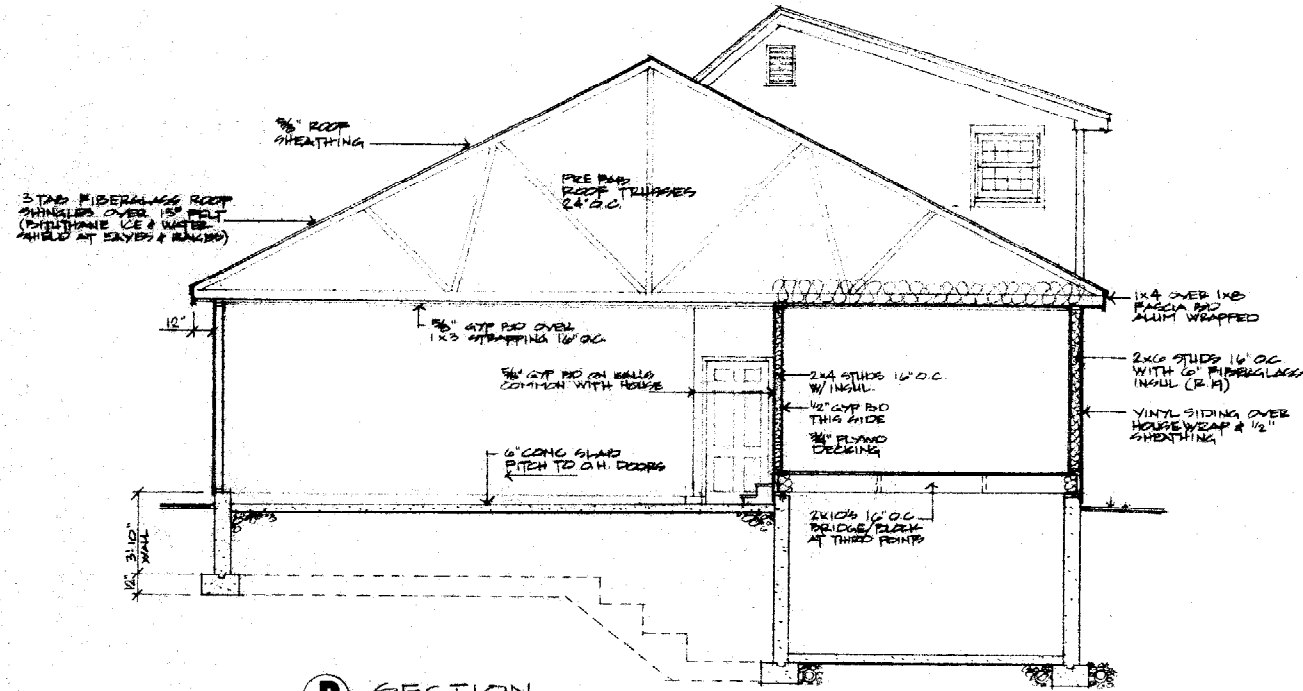
INSPECTION  
FEB 22 2002



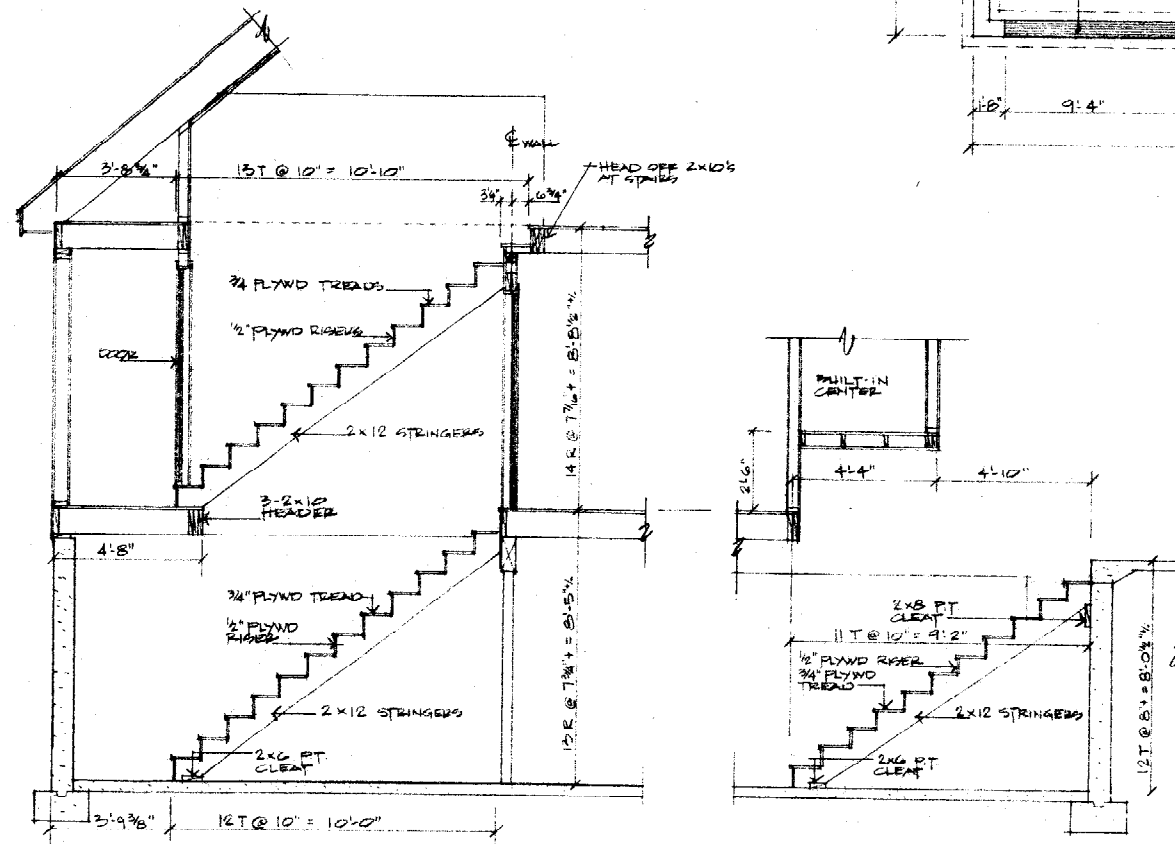
**A SECTION**  
1/4"=1'-0"



**FOUNDATION PLAN**  
1/4"=1'-0"  
\*NOTE: ASSUMED ELEVATION OF FIRST FLOOR 100'-0"



**B SECTION**  
1/4"=1'-0"



**C SECTION AT STAIRS**  
1/8"=1'-0"

**D SECTION AT STAIRS**  
1/8"=1'-0"

CAPE STYLE HOUSE  
WITH ATTACHED GARAGE  
A FULL BORMER  
SCALE AS NOTED JAN 21, 2002

233 Summit St.

# BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 to schedule your

inspections as agreed upon

Permits expire in 6 months, if the project is not started or ceases for 6 months.

The Owner or their designee is required to notify the inspections office for the following inspections and provide adequate notice. Notice must be called in 48-72 hours in advance in order to schedule an inspection:

By initializing at each inspection time, you are agreeing that you understand the inspection procedure and additional fees from a "Stop Work Order" and "Stop Work Order Release" will be incurred if the procedure is not followed as stated below.

AC/RL **Pre-construction Meeting:** Must be scheduled with your inspection team upon receipt of this permit. Jay Reynolds, Development Review Coordinator at 874-8632 must also be contacted at this time, before any site work begins on any project other than single family additions or alterations.

AC/RL **Footing/Building Location Inspection:** Prior to pouring concrete

AC/RL **Re-Bar Schedule Inspection:** Prior to pouring concrete

AC/RL **Foundation Inspection:** Prior to placing ANY backfill

AC/RL **Framing/Rough Plumbing/Electrical:** Prior to any insulating or drywalling

AC/RL **Final/Certificate of Occupancy:** Prior to any occupancy of the structure or use. NOTE: There is a \$75.00 fee per inspection at this point.

Certificate of Occupancy is not required for certain projects. Your inspector can advise you if your project requires a Certificate of Occupancy. All projects DO require a final inspection

AC/RL If any of the inspections do not occur, the project cannot go on to the next phase, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.

AC/RL **CERTIFICATE OF OCCUPANICES MUST BE ISSUED AND PAID FOR, BEFORE THE SPACE MAY BE OCCUPIED**

[Signature]

Signature of applicant/designee

Date

[Signature]

Signature of Inspections Official

Date

CBL: 394 A070 Building Permit #: 020158