Inspections Division

Date: 07/09/13

General 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.

Address/Location of Construction: 25 Dakota Street		
Total Square Footage of Proposed Structure:	100 sq ft	
Tax Assessor's Chart, Block & Lot Chart# 407 Block# H Lot# 023	**Applicant Name:** Sarah Drake Address 25 Dakota Street City, State & Zip Portland, ME 04103	Telephone: 207-290-3595 Email: drakesaj@gmail.com
Lessee/Owner Name : (if different than applicant) Address: City, State & Zip: Telephone & E-mail:	**Contractor Name:** (if different from Applicant) Address: City, State & Zip: Telephone & E-mail:	Cost Of Work: $ 800.00 C of O Fee: $_____ Historic Rev $_____ **Total Fees : $**_____

Current use (i.e. single family) n/a

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

Proposed Specific use: Storage of lawn/garden tools

Is property part of a subdivision? ___ If yes, please name _____

Project description:

10'x10' shed

Who should we contact when the permit is ready:	Sarah Drake
Address:	25 Dakota Street
City, State & Zip:	Portland, ME 04103
E-mail Address:	drakesaj@gmail.com
Telephone:	207-290-3595

Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.

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 or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division 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: Sarah Drake **Date:** 7/5/2013

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

Inspections Division
Date: 07/09/13

PORTLAND MAINE

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

Tammy Munson
Director, Inspections Division

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 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 opportunities below.

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:

- [x] 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: Sarah Drake Date: 7/5/2013

I have provided digital copies and sent them on: Date: 7/5/2013

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