



Permitting and Inspections Department  
Michael A. Russell, MS, Director

**Electronic Signature and Fee Payment Confirmation**

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: [portlandmaine.gov/payyourpermit](http://portlandmaine.gov/payyourpermit)
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

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

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have provided electronic copies and sent them on: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** All electronic paperwork must be delivered to [permitting@portlandmaine.gov](mailto:permitting@portlandmaine.gov) or with a thumb drive to the office.

**If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.**

**TRANSACTION SUMMARY**

TRANSACTION TYPE: SALE

<b>PAYMENT ITEM</b>	<b>REFERENCE NUMBER</b>	<b>AMOUNT</b>
NPS Convenience Fee		\$5.04
Building Permit	201800246	\$190.00
<b>TOTAL:</b>		<b>\$195.04</b>

**CITY OF PORTLAND TREASURY**

389 Congress Street  
Portland, ME 04101  
207-874-8853

Rodney Bryant  
(360) 213-8684

**Transaction Number:**

Date Processed:	02/23/2018 16:42:21 EST	3675599
Transaction Type:	Credit Card	
MASTERCARD - Key Entered	CardNumber: *****5505	
Authorization:	06685Z	
Reference Number:	00612292	
Building Permit	\$190.00	
<b>Total:</b>	<b>\$190.00</b>	

I agree to pay above total amount according to the card issuer agreement

Signature: \_\_\_\_\_

Thank You

**MUNICIPAL SERVICE FEE CITY OF PORTLAND**

22 Free Street  
Portland, ME 04101  
877-590-5097

Rodney Bryant  
(360) 213-8684

**Transaction Number:**

Date Processed:	02/23/2018 16:42:21 EST	3675599
Transaction Type:	Credit Card	
MASTERCARD - Key Entered	CardNumber: *****5505	
Authorization:	06690Z	
Reference Number:	00612293	
Convenience Fee	\$5.04	
<b>Total:</b>	<b>\$5.04</b>	

I agree to pay above total amount according to the card issuer agreement & understand this non-refundable convenience fee will be charged to allow my payment via credit card.

Signature: \_\_\_\_\_

Thank You

Printed: 02/23/2018 16:42:31