Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 06/26/13

Project Address: 760 Ocean Avenue, Portland, ME

Total Square Footage of Proposed Structure/Area: House: ~~640 sf~~ 1,200 sf Garage: 1,200 sf Total = 1,840 sf	**Area of lot (total sq. ft.):** 182,246 sf **Garage:** **Yes** X **No** ____ **Attached** ____ **Detached** X **Sq. Ft.:** 1,200	**Number of Storie** **Number of Bathr** **Number of Bedro**

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

Chart#	Block #	Lot #
416	A	002
		008

Current legal use: Undeveloped

Number of Residential Units 0

If vacant, what was the previous use? Undeveloped

Is property part of a subdivision? No **If yes, please name** ____

Project Description: Construction of new ~~640 sf~~ single family residence with garage and driveway.

APPLICANT – (must be owner, Lessee or Buyer) Name: Sonia Barrantes & Jake Staub Business Name, if applicable: Address: 134 CALEB ST City/State : PORTLAND, ME Zip Code: 04102	Work # Home# Cell # 301-769-8395/207-331-7900 e-mail: sonia.m.bararantes@gmail.com jpstaub1@gamil.com
OWNER INFORMATION – (if different from Applicant) Name: Address: SAME City/State : Zip Code:	Work # Home# SAME Cell # e-mail:
CONTRACTOR INFORMATION: Name: Address: OWNER City/State : Zip Code: Phone Number:	**Contact when Building Permit is Ready:** Name: JACOB STAUB/SONIA BARRANTES Phone Number: 301-769-8395/207-331-7900

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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	$ 300.00
2. Inspection Fee - $100.00 (for site plan inspection by the Planning Division)	$ 100.00
3. Certificate of Occupancy Fee - $75.00	$ 75.00
4. Building Permit (Cost of Work)	$ 1860.00
Total Due:	$ 2335.00
Building Permit Fee - $30 for the first $1,000 construction cost - $10 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:
	15MAR2013

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

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

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

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Building Permit Submittal Requirements –Level I: Minor Residential Develo

Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
X		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*
X			▪ *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.