

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

General Building Permit Application

ax Assessor's CBL: Cost of V		ork: \$	
Chart			
Current use:	Past use, if curr	Past use, if currently vacant:	
Commercial	Multi-Family Residential	One/Two Family Residential	
ype of work (check all th	at apply):		
New Structure	Foundation Only	Change of Ownership - Condo Conversion	
Addition	Fence	Change of Use	
Alteration	Pool - Above Ground	Change of Use - Home Occupation	
Amendment	Pool - In Ground	Radio/Telecommunications Equipment	
Shed	Retaining Wall	Radio/Telecommunications Tower	
Demolition - Structure	Replacement Windows	Tent/Stage	
Demolition - Interior	Commercial Hood System	Wind Tower	
Garage - Attached	Tank Installation/Replacement	Solar Energy Installation	
Garage - Detatched	Tank Removal	Site Alteration	
Project description/scope	of work (attach additional pages if ne	eded):	
Applicant Name:			
Applicant Name:		Phone: () Email:	
Applicant Name:Address:essee/Owner Name (if dif	ferent):	Phone: () Email: Phone: ()	
Applicant Name: Address: essee/Owner Name (if dif Address:	ferent):	Phone: () Email: Phone: () Email:	
Applicant Name:Address: essee/Owner Name (if dif Address: Contractor Name (if differen	ferent): E	Phone: () Email: Phone: () Email: Phone: ()	
Applicant Name: Address: Lessee/Owner Name (if different Address: Contractor Name (if different Address: Thereby certify that I am the own lave been authorized by the own curisdiction. In addition, if a permise presentative shall have the authorized that I are the authorized that I are the authorized by the own curisdiction. In addition, if a permise presentative shall have the authorized by the autho	ferent):E nt): er of record of the named property, or that the ower to make this application as his/her authorized of the work described in this application is issued, I	Phone: () Email: Phone: () Email: Phone: () Email: phone: () Email: of record authorizes the proposed work and that argent. I agree to conform to all applicable laws of this	

Review of this application will not begin until the permit payment is received. This is not a permit. Work may not commence until the permit is issued.



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Requirements for Electronic Submissions

In order to ensure the most expedient review of your application, please meet the requirements below for all electronic submissions:

- Drawings sheets shall be submitted individually—each PDF file shall contain no more than
 one drawing sheet. Only PDF files are acceptable for plan review, and each file shall not
 exceed 5MB in size.*
- Drawing files shall be named based on the drawing sheet number and name. It is recommended to include a Category/Discipline letter (such as A for Architectural), a sheet number and a descriptive title (e.g., A1 Existing Exterior Elevation).
- Revised file submissions must use the <u>exact same file name</u> as originally submitted. The Electronic Plan Review software will recognize this submission as Version 2.
- Supporting documents shall be submitted as an individual PDF file for each document (these documents may be multi-page PDF files) and named based on the document type (e.g., "Deed", "Stormwater Report", "Permit Application", etc.). Searchable PDF files are requested for calculations, reports and other supporting documents.
- A graphic scale or a scale to reference shall be included on each drawing sheet.
- Plans prepared by a design professional shall include a Code Analysis sheet, referencing
 the Maine Uniform Building and Energy Code and Portland City Code, Chapter 10 Fire
 Prevention and Protection, which includes National Fire Protection Association (NFPA) 1,
 Fire Code and NFPA 101, Life Safety Code. Chapter 10 of the City Code can be viewed at:
 http://www.portlandmaine.gov/citycode/chapter010.pdf.
- Files shall be submitted via email to <u>permitting@portlandmaine.gov</u>. The email subject line shall include the project address and type of permit. Multiple emails may be sent for one project if the files exceed the maximum file size.
- Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.

For further information and to access PDF versions of this and other forms, visit the Permitting and Inspections Department online at http://portlandmaine.gov/1728/Permitting-Inspections.

^{*}To download a free version of Adobe Acrobat Reader, please visit: https://get.adobe.com/reader/



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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
- 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:	Jessia Rodenhym	Date:
I have provided electronic copies	s and sent themon:	Date:
NOTE: All electronic paperwork mu drive to the office.	st be delivered to <u>permitting@portlandmaine.</u>	gov or with a thumb
If you or the property owner ow	es taxes or user charges on property with	in the City, payment

arrangements must be made before a permit application is accepted.