



## Department of Permitting and Inspections

# Shed / Accessory Structures Permit Checklist & Application

(Residential single story detached structures not exceeding 200 Sq. Ft.)

(Commercial & multifamily detached structures not exceeding 120 Sq. Ft. used as tool & storage sheds)

**The Maine Home Construction Contracts Act requires that any home construction or repair work for more than \$3000 in materials or labor must be based on a written contract unless the parties agree to exempt themselves. A sample contract is available on the City's website at**

### One complete application packet includes:

- The application page filled out in its entirety and signed, e mail address required
- A plot plan detailing the shape and dimension of the property, footprint of the existing and proposed structure(s), and the distance from the actual property lines on all 4 sides of all structures. (Structures include decks, porches; bow windows, cantilever sections and roof overhangs, sheds, pools, garages and any other accessory structures must be shown with dimensions if not to scale.)
- All documents and plans to be submitted as electronic files (PDF format as required)
- Proof of ownership is required if it is inconsistent with the assessor's records
- Supply one of the following which includes the length, width and height of the shed:
  - a. A copy of the brochure from the manufacturer showing a picture & structure of the shed.
  - b. A picture or sketch/plan of the proposed shed/structure

**Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.**

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 visit us on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), stop by the Building Inspections office, room 315 City Hall or call 874-8703.

Permit Fee: \$25.00 for the first \$1,000.00 construction cost, \$15.00 every additional \$1,000.00 cost

**This is not a Permit; you may not commence any work until the Permit is issued.**