



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

Policy on Requirements for Stamped or Sealed Drawings

****Please note: This policy will take effect on September 18, 2017. All applications submitted after that date shall comply with the following requirements.****

In order to safeguard life, health and property and to streamline the plan review process, the Permitting and Inspections Department has established this policy, enacting requirements for stamped or sealed drawings for construction projects within the City of Portland.

Due to the increase in construction activity in the City as well as the growing number of projects involving the redevelopment of existing buildings, noncompliant structures and innovative business models that do not easily fit into the standards of the zoning ordinance or building and life safety codes, the plan review process has become more complex and time consuming. The complexity of construction projects and the need to understand and comply with multi-faceted codes, necessitates a licensed design professional be involved in the preparation of plans, in order to provide the appropriate code information and allow for plan reviews to be conducted in a timely manner.

Stamped or sealed drawings, when required, shall be prepared, signed and dated by an architect or professional engineer duly authorized and licensed to practice in the state of Maine. The following types of construction projects will require drawings to be prepared and stamped or sealed by an architect and/or engineer, prior to the issuance of a building permit:

- All new commercial buildings, regardless of occupancy type or size.
- All new residential buildings other than one or two-family dwellings.
- Any alteration or addition to an existing commercial or residential (other than one- or two-family dwellings) structure in which any of the following circumstances occur:
 - Change of occupancy as defined in the 2009 International Existing Building Code.
 - Major mechanical, plumbing or electrical changes or additions.
 - Structural additions or alterations that could potentially affect any components of the structural system or safety of the building or its occupants (including new walls or partitions or alteration that could affect egress).
 - Involves a structure or tenant space greater than 2000 square feet.
 - Any project deemed by the City of Portland Permitting and Inspections Department to require a licensed design professional.