



Permitting and Inspections Department

Dear Valued Customer,

Before you apply for a permit, please carefully review the Permit Types below to identify the correct classification of your project. Some Permit Types are broken down further into Work Classes (listed below the Permit Type description). Please select the correct Permit Type **and** Work Class at the time of submission or your application will need to be resubmitted. After reviewing the descriptions below, please contact the Permitting and Inspections Department at permitting@portlandmaine.gov or (207) 874-8703 if you are unable to determine the correct classification for your project.

PERMIT TYPES and WORK CLASSES:

Residential Construction - construction involving a one- or two-family dwelling structure. *Please note that construction related to a single condominium or apartment within a structure containing three or more dwelling units should be filed under **Commercial Construction** (includes multi-family structures).*

- **New One Family** - for the construction of an entire new single-family dwelling unit.
- **New Two Family** - for the construction of an entire new two-family dwelling.
- **Addition** - for the construction of an addition to a one or two-family dwelling, including expanding the footprint or volume of the structure (dormer, detached accessory structure, deck, porch, additional floor level or enclosed addition to an existing floor level).
- **Alteration** - construction entirely within the shell of the existing structure, including interior modifications, renovations, and window or door replacements.
- **Amendment** - for an amendment to an existing open Residential Construction permit.

Commercial Construction - construction involving any multi-family (three or more dwelling units) or non-residential structure.

- **New Commercial Structure** - for the construction of an entire new commercial or multi-family (three or more dwelling units) structure, not including detached accessory structures which are incidental to the primary use of the principal structure.
- **Addition** - for the construction of an addition or incidental accessory structure to a commercial or multi-family structure, including expanding the footprint or volume of the structure (dormer, detached accessory structure, deck, porch, exterior stair, additional floor level or enclosed addition to an existing floor level).
- **Alteration** - construction entirely within the shell of the existing structure, including interior modifications, renovations and window or door replacements.
- **Amendment** - for an amendment to an existing open Commercial Construction permit.

Demolition - the "Demolition" permit type includes only the demolition of a complete structure. Interior demolition is considered an "Alteration" and should be filed under Residential Construction or Commercial Construction, as appropriate.

Legalization of Nonconforming Unit(s) - to legalize a previously existing illegal dwelling unit, in accordance with Chapter 14, Section 4.4.6 of the City Code. A separate Residential Construction or Commercial Construction permit is required for any construction work related to the Legalization of Nonconforming Unit(s).



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Condominium Conversion - to allow a change of ownership to convert dwelling units to condominium units, in accordance with the requirements of Chapter 14, Section 18.4 of the City Code. A separate Residential Construction or Commercial Construction permit is required for any construction work related to the Condominium Conversion.

Home Occupation - a change of use to allow the secondary and incidental use of a residence for a home occupation, in accordance with Chapter 14, Section 6.6.2 of the City Code. A separate Residential Construction or Commercial Construction permit is required for any construction work related to the Home Occupation.

Heating, Ventilation and Air Conditioning (HVAC) - for the installation of any heating, ventilation, air conditioning system or power equipment, including rooftop chillers, mini/multi-split heat pumps, energy recovery ventilators (ERVs) and fuel fired heating appliances.

Tent or Stage - for the installation of a temporary tent or stage.

Tank - for the installation or removal of a fuel tank.

Signs - for all commercial signage requiring a permit per Chapter 14, Article 20 of the City Code, including freestanding signs, awnings, wall signs, projecting signs, sidewalk signs, etc.

- **Signage or Awning** - any commercial sign or awning, except for portable sidewalk signs. This includes wall, hanging, and free-standing signs, awnings, etc.
- **Sidewalk signs** - for movable sidewalk or sandwich board signs.

Commercial Hood/Exhaust - for a commercial kitchen hood and exhaust system.

Subsurface Plumbing - for the installation of septic/subsurface plumbing system or any parts of a system.

Fire Alarm - for a fire alarm system.

Fire Sprinkler (One and Two Family) - for a One- and Two-Family fire sprinkler system.

Fire Suppression System - Water Based - for a water based fire suppression system.

Fire Suppression System – Non-Water Based - for a non-water based fire suppression system.

Other Land Use - for site work or any land development activities not associated with another Permit Type.