



Permitting and Inspections Department

Commercial Interior Alteration Checklist

(Including change of use, tenant fit-up*, amendment and/or interior demolition)

All applications shall be submitted online via the Citizen Self Service portal. Refer to the attached documents for complete instructions. The following items shall be submitted (please check and submit all items):

Commercial Interior Alterations Checklist (this form)

Impact Fee Form and documentation from Portland Water District (refer to form for details and applicability)

Plot plan/site plan showing lot lines, shape and location of all structures, off-street parking areas and noting any dedicated parking for the proposed business

Proof of Ownership or Tenancy (If tenant, provide lease or letter of permission from landlord. If owner, provide deed or purchase and sale agreement if the property was purchased within the last 6 months.)

Key plan showing location of the area(s) of renovation within the building footprint and adjacent tenant uses

Life Safety Plan drawn to scale, showing egress capacity, any egress windows, occupancy load, travel distances, common path distance, dead end corridor length, separation of exits, illumination and marking of exits, portables fire extinguishers, fire separations and any fire alarm or fire sprinklers systems

Existing floor plans/layouts drawn to scale, including area layout, removals, exits and stairs

Proposed floor plans/layouts drawn to scale, including dimensions, individual room uses and plumbing fixtures

Please note: All plans shall be drawn to a measurable scale (e.g., 1/4 inch = 1 foot) and include dimensions.

Construction documents prepared and stamped by a licensed architect or engineer shall be required for certain projects in accordance with the stated [Policy on Requirements for Stamped or Sealed Drawings](#).

Additional plans may also require the following (As each project has varying degrees of complexity and scope of work for repairs, alterations and renovations, some information may not be applicable. Please check and submit only those items that are applicable to the proposed project.):

Code information including use classifications, occupant loads, construction type, existing/proposed fire alarm, smoke and sprinkler protection systems, egress (exits and windows), fire separation areas and fire stopping, plumbing fixture assessment per UPC 2015

Complete electrical, plumbing and mechanical plans

Demolition plans and details for each story including removal of walls and materials

Construction and framing details including structural load design criteria and/or non-structural details

New stairs showing the direction of travel, tread and rise dimensions, handrails and guardrails

Wall and floor/ceiling partition types including listed fire rated assemblies

Sections and details showing all construction materials, floor to ceiling heights, and stair headroom

New door and window schedules (include window U-factors), interior finishes and insulation details

Accessibility features and design details including the Certificate of Accessible Building Compliance

Project specifications manual

A copy of the State Fire Marshal barrier free permit. The State Fire Marshal has delegated Portland to review their construction permit, additional fees will apply. For permit requirements visit:

<https://www.maine.gov/dps/fmo/plans-review/construction-permits/barrier-free>

Food service occupancies require additional plans and details for review, such as occupant load per square foot area for tables and chairs (**both inside and outside**), number of fixed bar, banquet and booth seating, equipment and plumbing fixture plans with schedule, hood location and interior finish materials. Accessible seating and counter details shall be included, please refer to [this document](#).

Separate permits are required for internal and external plumbing, electrical installations, heating, ventilating and air conditioning (HVAC) systems, appliances and commercial kitchen hoods.

*Tenant fit-up: construction necessary within the demising walls of a leased space, including partitions, finishes, fixtures, lighting, power, equipment, etc. making the interior space suitable for the intended occupation.



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Certificate of Accessible Building Compliance

All facilities for the use of a public entity shall be readily accessible by individuals with disabilities.

Project Name: _____ Project Address: _____

Classification: Title II (State/Local Government) Title III (Public Accommodation/Commercial Facility)

New Building

- Americans with Disabilities Act (ADA)
- Maine Human Rights Act (MHRA)
 - Barrier Free Certification (\$75,000+ scope of work)
 - State Fire Marshal Plan Review Approval

Alteration/Addition

- Existing Building Completion date:
 - Original Building: _____
 - Addition(s)/Alteration(s): _____
- Americans with Disabilities Act (ADA)
 - Path of Travel Yes No
- Maine Human Rights Act (MHRA)
 - Exceeds 75% of existing building replacement cost
 - Barrier Free Certification (\$75,000+ scope of work)
 - State Fire Marshal Plan Review Approval

Occupancy Change/Existing Facility

New Ownership – Readily Achievable Barrier Removal: _____

Residential

- Americans with Disabilities Act (ADA)
- Fair Housing Act (4+ units, first occupancy)
- Maine Human Rights Act (MHRA)
 - Covered Multifamily Dwelling (4+ units)
 - Public Housing (20+ units)
- Uniform Federal Accessibility Standards (UFAS)
- None, explain: _____

Contact Information:

Design Professional: _____

Signature _____
(This is a legal document and your electronic signature is considered a legal signature per Maine state law.)

Name: _____

Address: _____

Phone: _____

Maine Registration #: _____

Owner: _____

Signature _____
(This is a legal document and your electronic signature is considered a legal signature per Maine state law.)

Name: _____

Address: _____

Phone: _____



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PARKS & RECREATION, TRANSPORTATION, AND WASTEWATER IMPACT FEE FORM

Please note that impact fees will not be assessed for projects that have been granted site plan approval prior to December 19, 2018.

Under the City's adopted ordinance, impact fees apply to any building permit application which results in: (a) an increase in the number of residential dwelling units or hotel rooms; (b) an increase in non-residential building square footage; (c) an increase in the number or size of water meters, or (d) a change of use which results in an increase in impact on municipal facilities, based on the use types below.

You do not need to complete the form below if all of the following apply to the project:

1. There is no proposed change to the total non-residential floor area;
2. There is no change to the use category (as listed below in the Land Use Information table);
3. There is no net increase in number of residential dwelling units or hotel rooms; and
4. There is no change to the number or size of water meters.

Applicant Name _____

Project Address _____ **Chart/Block/Lot (CBL)** _____

1. Is this building permit application for an affordable housing project? Yes No
 If yes, what percentage of the units in the project are workforce or affordable units? _____ %
2. Has the site been occupied by a legally established and operating use in the last 12 months? Yes No
3. Have you previously requested or received an impact fee modification for this project? Yes No
Note: A fee modification may only be granted in certain circumstances as defined in the Impact Fee Ordinance. For more information, see here.

4. Existing and Proposed Land Use Information

If this building permit application involves a new use or change of use, please complete the following table. If no new use or change of use is proposed, then indicate not applicable/no change in the column at the right.

Use	Unit of Measure	Total Existing	Total Proposed for Project*	N/A No Change
Single- or two-family residential	Units			
Multi-family residential	Units			
Retail/Services	SF of Gross Floor Area			
Office	SF of Gross Floor Area			
Industrial	SF of Gross Floor Area			
Institutional	SF of Gross Floor Area			
Hotel	Rooms			

*Total Proposed shall include any existing units or floor area to remain and any additional units or floor area to be created or converted.



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5. Existing and Proposed Water Meter Information - Submit capacity letter or other documentation from Portland Water District regarding water meter size, with this form. If you have questions about the water meter size needed for your project, please contact the Portland Water District at 761-8310.

Meter size (in inches)**	Capacity Ratio	NUMBER OF METERS	
		Total Existing	Total Proposed for Project*
5/8	1.00		
3/4	1.50		
1	2.50		
1 1/2	5.00		
2	8.00		
3	16.00		
6	50.00		
8	80.00		

*Total Proposed shall include any existing water meters to remain and any additional water meters to be added.

**If your water meter is of a size not listed on the table above, please contact the Permitting and Inspections Department at 874-8703.

6. I hereby certify that the details furnished on this form are true and accurate to the best of my knowledge and I undertake to inform you of any changes therein.

Applicant Signature _____ Date _____

BUILDING PERMIT SUPPLEMENT

Important Lead-Safe Building Practices & Resources

If you're working on homes, schools or day care centers built pre-1978, you now must be EPA Lead-Safe Certified.

Avoid risk of government fines and civil liability, plus gain competitive advantage as a lead-safe certified contractor.

Submit an application to certify your firm for five years. A one-day Renovation, Repair and Painting (RRP) class will also certify your renovators for five years.



Lead is toxic to adults and especially to children living in a home. Improper removal of lead paint may also poison the person removing it and their family.

- ✓ Keep others, especially children and pregnant women, out of the work area.
- ✓ Keep all dust contained inside the work space. Create barriers between the work area and living space.
- ✓ Protect yourself and your workers from dust and debris.
- ✓ Clean up dust in lead-safe ways.

RESOURCES

Maine DEP (general lead information)..... www.state.me.us/rwm/lead; (800) 452-1942
Renovation Repair Painting Classes (RRP)... www.maine.gov/dep/rwm/trainingcal.shtml
Information for Landlords..... www.maine.gov/dep/rwm/lead/landlords.html

This program is made possible with funding from the Lead Poisoning Prevention Fund, State of Maine.



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Dear Applicant,

Beginning March 19, 2018, all building permits shall be submitted online via the City of Portland's Citizen Self Service (CSS) portal. Online submission of permit applications will help to streamline the application intake process and will improve transparency for the permitting process. In order to submit an application, you will need to register with CSS using a valid e-mail address. Refer to the instructions on the Citizen Self Service homepage, or via the links at the bottom of this page. Please verify that you have selected the correct permit type and checklist and that you have compiled all the required drawings and documents before beginning the application process.

Please note that our format for application submissions has changed. All application documentation shall be compiled into two PDF files-- one file containing all drawing sheets and a second PDF file containing all supporting documentation. Refer to the Requirements for Electronic Submissions for specific instructions on how to prepare your application submission and to the appropriate checklist for required submission items. The review of your application will not begin until a complete application has been submitted and the permit fee has been paid in full. Work may not commence until the permit has been issued.

If you have questions, please contact the Permitting and Inspections Department at (207) 874-8703 or permitting@portlandmaine.gov. Thank you in advance for your patience as we transition to a new and improved permitting system.

For more information:

[How to Apply for a Permit](#)

[How to Register with CSS](#)

[Permit Type Guide](#)

[Requirements for Electronic Submissions](#)

[Citizen Self Service](#)



Permitting and Inspections Department

How to Apply for a Permit

All permit applications shall be submitted online through the City of Portland's [Citizen Self Service](#) (CSS) portal. Online submissions will streamline the application intake process and will allow for greater transparency for applicants during the permit review process. You will be able to view the progress of your permit application, pay invoices, resubmit files and request inspections through CSS. Before submitting an application, please read the instructions below:

1. To begin, review the [Permit Type Guide](#) to determine the appropriate permit type and work class for your project.
2. Once you have determined the correct permit type, refer to the corresponding submission checklist and instructions for that permit type.
3. Compile all the required drawings and documentation as listed on the checklist into two PDF files (one file containing all drawing sheets and one file for all supporting documentation).
4. Go to the [CSS website](#) to apply for your permit. If you have not registered with CSS, see the instructions for registering, [here](#).
5. Once you have logged in to CSS, go to Apply and select the correct permit type. For a full list of all permit types, select All, under Permits.
6. Select Apply, next to the correct permit type. This will take you to the online application form.
7. Complete the form. All fields with a red asterisk are required.
 - a. To add a location, click on the plus sign and search for the project address. If the address cannot be found in the search, go to the City's [Parcel Map Viewer](#), to find the correct parcel address (this may be different than your street address or mailing address. Please input a parcel address that is recognized by the system to avoid delays in the intake process). For the Search function, entering less in the Search box will return more results.
 - b. To add a Contact, click the plus sign under the appropriate contact type and search.
 - c. Complete all other relevant and required fields and click Next. Once you've completed all pages of the form, you will have the opportunity to review the information before submitting. Once submitted, you cannot change your application information.
8. After reviewing your application information, click Submit. You will receive an e-mail confirming receipt of your application.
9. Permitting staff will review your application for completeness. You will be notified via e-mail if any items are missing. Upload requested items via CSS Attachments.
10. When the application is complete, you will receive an e-mail directing you to CSS to pay your invoice.
11. Once payment is received, your permit will go into review.



Requirements for Electronic Submissions

In order to ensure a timely review of the application, please read and follow the requirements below for all submissions:

- **Initial submission files shall be submitted via the Citizen Self Service portal. Before submitting an application, review [How to Apply for a Building Permit](#).**
- **Submissions should include two PDF files—one file containing all drawing sheets and one file containing all other supporting documents.** Only PDF files are acceptable for plan review. Files should be labeled either “Drawings” or “Documents” with the project address included in the file name.
- **Drawing files shall be bookmarked with names 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).
- **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 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>.
- **Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.**
- **Corrections made by City of Portland plan reviewers will be available for the applicant to view by logging into CSS and selecting “eReviews”.**
- **Revisions submitted in response to plan review comments should be uploaded directly in eReview by logging into CSS, going to the permit record and selecting eReviews.**

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>.