



Permitting and Inspections Department

## **New One- and Two-Family Dwelling (Minor Residential Development Review)**

All applications for the development of a new one- or two-family dwelling requires development review by the Planning and Urban Development Department and zoning and building code review by the Permitting and Inspections Department. Reviews are conducted concurrently and all application materials shall be submitted in one package to the Permitting and Inspections Department. Please include all items listed below to ensure a timely review of the application.

### **Submission Checklist**

**Applications shall be submitted online via the Citizen Self Service portal. Refer to the attached documents for complete instructions. All applications shall include the following:**

- New One- and Two-Family Dwelling Submission Checklist** (this form)
- Impact Fee Form and documentation from Portland Water District** (refer to form for details and applicability)
- Evidence of right, title and interest** (e.g. deed, purchase and sale agreement with current deed)
- Copies of any required state and/or federal permits**
- Written description of existing and proposed easements or other burdens**
- Written request for waivers from individual site plan and/or technical standards**
- ResCheck** <https://www.energycodes.gov/rescheck/> certificates of compliance per the 2009 IECC
- Boundary Survey** meeting the requirements of Section 13 of the City of Portland Technical Manual
- Site Plan** with the information listed below shown on the plan (can be combined with Boundary Survey or submitted as a separate document). Photocopies of the plat or hand drawn building footprints will not be accepted. Please check all items, as applicable and show on the plan.

North arrow and graphic scale

Zoning district, setback and dimensional requirements. Show zone lines and overlay zones that apply to the property, including Shoreland Zone, Stream Protection Zone and/or Flood Zones. Highest Annual Tide (HAT) must be shown as located by a surveyor for the Shoreland Zone.

Existing and proposed structures showing distances from all property lines

Location and dimension of existing and proposed paved areas

Finish floor elevation (FFE)

Exterior building elevations for all four sides

Existing and proposed utilities (or septic system, where applicable)

Identification and proposed protection measures for any significant natural features as defined in Section 14.6.2 of the Land Use Code (Chapter 14)

Proposed protection to or alterations of watercourses

Proposed wetland protections or impacts

Natural Resources Conservation Service (NRCS) soil type

Existing and proposed grading and contours

Existing and proposed easements or public or private rights-of-way

Proposed storm water management and erosion controls

Existing vegetation to be preserved and proposed site landscaping and street trees (two trees per unit for a one- or two-family dwelling)

Existing and proposed curb and sidewalk for a two-family dwelling

Total area and limits of proposed land disturbance

Proposed pier, dock, wharf or slope stabilization reconstruction in Shoreland Zone, if applicable

Proposed ground floor area of building

Foundation/perimeter drain and outlet





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**Please note:** The total application fee for a New One- or Two-Family Dwelling application, payable upon receipt of invoice from the Permitting and Inspections Department, includes the site plan application fee, the site inspection fee and the building permit fee (based on the cost of work). A Certificate of Occupancy (CO) is required prior to legally occupying the structure. The CO may be applied for with the Permitting and Inspections Department once the work is complete and all inspections have passed. An additional fee of \$100 is required for a CO and will be invoiced after the CO is applied for. Refer to the [Building Permits and Inspections Fee Schedule](#) for current fee amounts.

**Development Review – Planning and Urban Development**

The City of Portland's development review process and requirements are outlined in the [Land Use Code](#) (Chapter 14, which includes the Subdivision Ordinance (Article 3) and the Site Plan Ordinance (Article 4)). The Land Use Code is available on the City's website: [www.portlandmaine.gov](http://www.portlandmaine.gov). For additional information regarding development review, please contact the Planning and Urban Development Department:

Planning and Urban Development Department  
Fourth Floor, City Hall  
389 Congress Street  
(207) 874-8721

<http://portlandmaine.gov/314/Planning-Urban-Development>

**Zoning and Building Code Review – Permitting and Inspections**

For questions regarding zoning and building code review, please refer to the Permitting and Inspections Department at <http://portlandmaine.gov/1728/Permitting-Inspections>, or the contact information at the bottom of this page. For a code resource, refer to the [One & Two Family Review Guide](#).



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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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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](mailto: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](#)



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## 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>.