Portland, Maine — Yes. Life's good here.

Permitting and Inspections Department

One- and Two-Family Addition/Alteration Checklist

(Including shed, deck, accessory structure, pool, change of use and amendment)

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)**:**

One- and Two-Family Additions/Alterations Checklist (this form)

A plot plan drawn to scale, showing the shape and dimensions of the lot, shapes and dimensions of all existing and proposed structures including distance from property lines, location and dimension of all parking areas and driveways (required for any additions to the footprint or volume of the structure, any new or rebuilt structures or accessory detached structures)

Proof of Ownership (e.g. deed, purchase and sale agreement) if the property was purchased within the past six months

Applications for pools shall also include the following:

A complete set of plans with structural details, dimensions and a cross section showing the slope and depth ratios (for in-ground pools)

Design specifications from the manufacturer (for above ground pools)

Details of required barrier protection including the design of fencing, gates, latches, ladders or audible alarms (if applicable), and showing the location and construction detail for all features. This information can often be obtained from the manufacturer.

Applications for sheds for storage only and 200 square feet or less shall also include the following:

The length, width and height of the structure as described in:

A copy of the brochure from the manufacturer; or

A picture or sketch/plan of the proposed shed/structure

Applications for additions, alterations and detached accessory structures shall also include the following information per the IRC 2015 *(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.)***:**

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

Floor plans with dimensions - existing and proposed

Elevations with dimensions – existing and proposed

Foundation plan with footing/pier (sonotube) size and location

Cross sections with framing material (foundation anchor size/spacing, rebar, drainage, damp proofing, floors, walls, beams, ceilings, rafters etc.)

Detail new wall/floor/ceiling partitions including listed fire rated assemblies and continuity

Window and door schedules including dimensions, and fire rating

Stair details, including dimensions of rise/run, head room, guards/handrails, and baluster spacing

Insulation (R-factors) of walls, ceilings and floors and the heat loss (U-factors) of windows

Indicate location of egress windows and smoke/carbon monoxide detection

Deck construction including pier layout, framing, fastenings, guards, handrails, and stair dimensions

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

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

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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

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.**