



Code Enforcement Office
829 Sawyer St, South Portland ME 04106
Phone: (207) 767-7603
code@southportland.gov
www.southportland.gov

Office Hours
Monday 7:30 AM-5:00 PM
Tuesday 9:00 AM-5:00 PM
Wednesday 7:30 AM-5:00 PM
Thursday 7:30 AM-5:00 PM
CLOSED FRIDAY

BUILDING PERMIT APPLICATION

PROJECT ADDRESS: UNIT NUMBER:
OWNER NAME: CONTRACTOR NAME:
OWNER ADDRESS: CONTRACTOR ADDRESS:
OWNER PHONE NUMBER: CONTRACTOR PHONE NUMBER:
OWNER EMAIL ADDRESS: CONTRACTOR EMAIL ADDRESS:

FOR COMMERCIAL PROJECTS/CHANGE OF OCCUPANCY (Please indicate within the Description box below if construction is proposed for the Change of Occupancy; If none, please specify 'no construction'):

TENANT NAME: TENANT PHONE NUMBER:
BUSINESS TRADE NAME: TENANT EMAIL ADDRESS:

Type of Work (choose one):
New Structure Alterations Change of Occupancy
Installation Change of Land Use Interior Demolition

Type of Occupancy: Commercial Dwelling (Single & 2 Family) Dwelling (Multi = 3 Family+)

FOR ALL NEW HOME PROJECTS: I agree to contact the Field Inspector (207-347-4126; astrause@southportland.gov) prior to the start of any excavation work to arrange for ESC Inspection.

DESCRIPTION- Brief detail of proposed work:
ESTIMATED COST OF WORK (INCLUDING LABOR & MATERIALS):

PRESENT USE OF LAND AND BUILDINGS:

PROPOSED USE OF LAND AND BUILDINGS:

STATE FIRE MARSHAL PERMIT REQUIRED: YES NO

PARKING SPACES: PRESENT NUMBER: PROPOSED NUMBER:

WETLANDS: YES NO / SHORELAND: YES NO / FLOODPLAIN: YES NO

NOTE: SEPARATE PERMITS ARE REQUIRED FOR PLUMBING, ELECTRICAL, HEATING, SPRINKLER, SIGNS, DRIVEWAY/CURB CUT & MECHANICAL SYSTEMS, ETC.

No building hereafter erected shall be occupied or used, in whole or in part, until a Certificate of Occupancy has been issued by the Building Inspector certifying that such building conforms to the provisions of this ordinance. Construction or work for which a permit is required is subject to inspection by the City Building Inspector and shall remain accessible and exposed for inspection until approved. It is the responsibility of the owner or contractor to contact the Code Enforcement Office to schedule the required inspections. I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all City ordinances and State laws regulating building construction. Work will not begin until the building permit card is posted.

SIGNATURE OF APPLICANT/AGENT: DATE:

PRINTED NAME: TITLE: