



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

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

HEAT PUMP / MINI SPLIT APPLICATION

For Office Use

Date: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_ Year Built: \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Application #: \_\_\_\_\_ Permit #: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Plot Plan Attached \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ CONTRACTOR NAME: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ CONTRACTOR ADDRESS: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_ CONTRACTOR PHONE NUMBER: \_\_\_\_\_

OWNER PHONE NUMBER: \_\_\_\_\_ CONTRACTOR EMAIL ADDRESS: \_\_\_\_\_

OWNER EMAIL ADDRESS: \_\_\_\_\_ TENANT NAME/UNIT: \_\_\_\_\_

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

INSTALLER LICENSE NUMBER: \_\_\_\_\_

- LICENSE TYPE:  Master Electrician  
 Limited Electrician in House Wiring  
 Limited Electrician in Refrigeration  
 Master Oil Burner Technician  
 Journeyman Oil Burner Technician

In accordance with state licensing regulations and South Portland ordinances, all wiring related to heat pump installations must be performed by a licensed person. Please reference the M.O.U. on page 2, that allows licensed Oil Burner Techs to perform this wiring, with some exceptions.

FOR NON- PRECHARGED SYSTEMS: EPA 608 REFRIGERATION HANDLING CERTIFICATION #: \_\_\_\_\_

Heat Pump Outdoor Unit Make and Model: \_\_\_\_\_

Total Number of Outdoor Units _____	x	\$5/unit	_____
Total Number of Indoor Units _____	x	\$5/unit	_____
Application Fee	+	\$40	+ \$40.00
<b>TOTAL COST:</b>			_____

SIGNATURE OF APPLICANT/AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWING INSPECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Condensate drain material type must be in accordance with UPC Table 701.2. Polyethylene tubing is not permitted within structures. \*



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**PLOT PLAN ADDENDUM**

**For Office Use:**  
Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Application #: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ OWNER NAME: \_\_\_\_\_

**Type of Work:**  HEAT PUMP  Generator  HVAC/ Mechanical Equipment  Other \_\_\_\_\_

**Property Boundary Setback Compliance:** In the box below, please provide a sketch (from a bird's eye view) of the property showing the footprint of the building(s), location of nearby streets, the proposed location of the new equipment, and the distance to the property line from the equipment.

SIGNATURE OF APPLICANT/AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWING INSPECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_



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## MEMORANDUM OF UNDERSTANDING BETWEEN THE MAINE FUEL BOARD AND THE ELECTRICIANS' EXAMINING BOARD FOR THE INSTALLATION OF MINI-SPLIT HEAT PUMPS IN ONE AND TWO-FAMILY DWELLINGS, AND IN EXISTING MULTI-FAMILY DWELLINGS WITH ELECTRIC HEAT

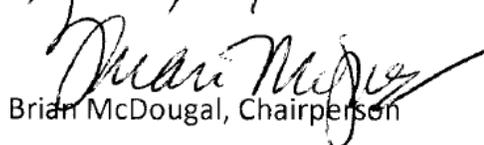
A person holding a valid State of Maine Master or Journeyman Oil Technician ("Technician") license may install electrical conductors, including the branch circuit, fittings, devices and raceways for the power and control of mini-split air source heat pumps. The Technician may also install, replace or adjust any motor or control on the dedicated heating branch circuit as required by the National Electrical Code. The permission granted in this memorandum of understanding assumes that the oil burner technician is competent through education and or experience in the electrical wiring that will be necessary for this heating appliance.

The Technician may install the branch circuit overcurrent device, provided a space is available in the electrical panel without disturbing the existing wiring, and so long as there is adequate capacity available on the service or feeder to properly operate the appliance(s). The Technician may also install the associated low voltage wiring provided its power supply is fed from the heating branch circuit.

The Memorandum of Understanding does not include the wiring of the outdoor service receptacle unless the receptacle is designed and listed as an integral part of the required disconnect switch at the outdoor unit. The Memorandum of Understanding does not include the installation of mini-split heat pump units with a heating or cooling capacity exceeding 36,000 BTU.

All electrical installations performed must meet the requirements of National Electrical Code NFPA 70, as adopted by the Electricians' Examining Board, with any amendments included in the adoption. It is not the intent of the Memorandum of Understanding to eliminate the need for obtaining all required permits prior to the installation of the equipment, subject to the authority having jurisdiction.

Date: 10/18/13

  
Brian McDougal, Chairperson

Electricians' Examining Board

Date: 10/22/13

  
Barry Austin, Chairperson

Maine Fuel Board