

How To: Submit an Application via the Portal

1. Click on the icon for the Type of Application you're wanting to apply for:

The screenshot displays a web portal interface for submitting permit applications. It features four main sections, each with a dark blue header and a white content area. The first section, 'Search for Permit', includes a magnifying glass icon and a search box. The second section, 'Apply for Building Permit', has a building icon circled in red and contains detailed instructions about required documents and a link to a sample 'Letter of Authorization'. The third section, 'Apply for Electrical Permit', features a lightning bolt icon. The fourth section, 'Apply for Plumbing Permit', has a water drop icon. Each section also includes a 'Click icon to begin application' prompt.

2. Once inside of the application, you'll need to fill out all required information, and add the Property and Contractor info.
3. When using the Property Information Search:

This screenshot shows the 'Property Information' search interface within a 'Building Permit Application'. It features a search box with the placeholder text 'Search properties:' and a clear button (an 'x' in a square) to the right of the input field. The title '< Building Permit Application' is visible at the top left of the page.

Make sure you're limiting the information you type in. For example, if the house's address is *123 Main Street*, try typing it in as "123 Main" instead, to ensure you'll find the correct house number and property info.

4. When using the Contractor Search:

Contractor(s)
Search contractors:

Bob Centore
Bob Centore **Remove**

AUGER BUILDING COMPANY
MARK LORD **Remove**

PETRELLA TREE SERVICE, LLC
PETER PETRELLA **Remove**

Search by the Business or Contractor name and select all of the Contractors Associated with that Permit.

5. Fill out all of the Required Fields on the form (all Required Fields will be indicated with a *)

6. Upload all Documents that are associated with the Permit.
To upload select Choose Files under Upload Files:

Uploads to Include:

1. Site Plan - Site Plan drawn to scale. To show all setbacks, size of all buildings (existing and new), utilities, wetlands, culverts (underground or overhead), septic system including tank & riser, and provide complete documentation may cause permit rejection or risk of Ordinance violation.
2. Plans or Drawings of Proposed Construction: 1.) Foundation plan w/ cross section; 2.) Full description of materials to be used.
3. Letter of Authorization - **Please upload Owner Letter of Authorization if you are NOT the applicant. Applications received without the Authorization letter will be returned and marked as incomplete.

Upload Files:
Files **Choose Files** No file chosen

New Application

Open
This PC > Documents > Weekly Reports

Name	Date modified	Type	Size
2.4.2022 Supp...	2/4/2022 5:20 PM	Microsoft Excel W...	12 KB
2.11.2022 Sup...	2/21/2022 8:34 AM	Microsoft Excel W...	12 KB
2.18.2022 Sup...	2/21/2022 8:39 AM	Microsoft Excel W...	12 KB
2.25.2022 Sup...	2/25/2022 4:42 PM	Microsoft Excel W...	12 KB
3.4.2022 Supp...	3/4/2022 5:06 PM	Microsoft Excel W...	12 KB
3.11.2022 Sup...	3/14/2022 8:26 AM	Microsoft Excel W...	12 KB
3.18.2022 Sup...	3/21/2022 10:25 AM	Microsoft Excel W...	12 KB
Weekly 2.4.20...	2/4/2022 5:26 PM	Microsoft Word D...	18 KB
Weekly 2.25.2...	2/25/2022 4:03 PM	Microsoft Word D...	15 KB
Weekly 3.4.20...	3/4/2022 4:52 PM	Microsoft Word D...	15 KB
Weekly 3.11.2...	3/14/2022 8:31 AM	Microsoft Word D...	15 KB
Weekly 3.18.2...	3/21/2022 10:30 AM	Microsoft Word D...	15 KB

Then select the appropriate files from your computer in the pop-up window.

7. Press **Submit!**

8. Your Permit information will display after submitting. You should note the Permit Number and can also print a copy for your files:



Permit View

Permit Information:

Permit Number:	2579
Brief Description:	test
Construction Description:	
Project Cost:	2,500
Square Feet:	2,500
Status:	Submitted Online

Contractors:

Bob Centore - [Building](#), 5 Winding Brook Drive Kennebunk ME 04043
Primary Contact: Bob Centore

PETRELLA TREE SERVICE, LLC - [Landscape](#), PO BOX 1901 WELLS ME 04090
Primary Contact: PETER PETRELLA

AUGER BUILDING COMPANY - [Building](#), 255 PORTSMOUTH AVE GREENLAND NEW HAMPSHIRE 03840
Primary Contact: MARK LORD

Property Information:

Parcel #: 38-17-2
123 FARRAGUT WAY

Owner Information:

BATH VICTORIA R
PO BOX 323
KENNEBUNK, ME 04043

Uploaded Files:

- 3.4.2022_support_team_productivity_numbers.xlsx

Files No file chosen