



CITY OF PORTLAND
Permitting and Inspections Department

****Updated Building Inspection Process****
June 1, 2020

The Permitting and Inspections Department's building inspection program has adapted to the changing guidance and requirements from the City of Portland and the State of Maine as a result of the COVID-19 pandemic in order to maintain safe inspection operations. As of June 1, 2020, the department will begin a return to conducting some in-person inspections. Some inspections will continue to be conducted virtually, either via video or by submitting photos of the completed work, as deemed appropriate by the inspector. We ask that you follow the guidelines below (as well as the industry guidance and regulations issued by the State of Maine) to help ensure the safety of our staff and the public.

Please note: this document may be updated as additional information and guidance becomes available.

Scheduling an Inspection

- To schedule an inspection, please call the Permitting and Inspections Department office at (207) 874-8703 or email permitting@portlandmaine.gov. Please provide your permit number, address, contact information, the type of inspection requested and your preferred date for the inspection.
- You will be given a date for your inspection. The inspector will call you the morning of the inspection (or the afternoon before) with an approximate time for the inspection.
- The inspector will let you know if the inspection will be conducted virtually or in-person. Larger projects and most close-in and final inspections will be conducted in-person. Inspections for smaller projects may still be conducted virtually; however, it is at the discretion of the building inspector to determine if an in-person inspection is necessary.

Remote/virtual inspections

- The inspector will work with you to determine the appropriate platform to conduct the inspection virtually, or may request photos of specific areas. You will be directed by the inspector to show all areas of completed work in enough detail to ensure compliance with relevant codes and approved plans.

In-person inspections

- If anyone on the premises is unwell or exhibiting symptoms of illness, the inspector should be notified and the inspection should be rescheduled or conducted virtually.
- The inspector will be using the appropriate Personal Protective Equipment (PPE) and will carry proper City identification.
- In order to minimize contact with surfaces, the homeowner/contractor should be prepared to open doors, turn on lights and provide access to all areas requiring inspection.
- To the extent possible, individuals onsite during the inspection should maintain physical distancing of at least 6 feet.
- To the extent possible, the premises should be vacated before the inspection. The inspector may request that individuals vacate the building prior to or during an inspection, at their discretion.
- All individuals on the premises, engaging with the inspector, should be wearing a face covering.
- At any time during the inspection, the inspector may discontinue the visit, at his/her discretion if any safety concerns arise. The inspection will be rescheduled, either in-person or virtually.