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Permitting and Inspections Department
Michael A. Russell, MS, Director

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 01/05/18

Commercial Interior Alteration Checklist

(Including change of use, tenant fit-up*, amendment and/or interior demolition)

All applications shall include the following (please check and submit all items)**:**

- ☒ **Commercial Interior Alterations Checklist** (this form)
- ☒ **General Building Permit Application** completed
- ☒ **Plot plan/site plan** showing lot lines, shape and location of all structures, off-street parking areas and noting any dedicated parking for the proposed business
- ☒ **Proof of Ownership or Tenancy** (If tenant, provide lease or letter of permission from landlord. If owner, provide deed or purchase and sale agreement if the property was purchased within the last 6 months.)
- ☒ **Key plan** showing the location of the area(s) of renovation within the total building footprint and adjacent tenant uses
- ☒ **Life Safety Plan** drawn to scale, showing egress capacity, any egress windows, occupancy load, travel distances, common path distance, dead end corridor length, separation of exits, illumination and marking of exits, portables fire extinguishers, fire separations and any fire alarm or fire sprinklers systems
- ☒ **Existing floor plans/layouts** drawn to scale, including area layout, removals, exits and stairs
- ☒ **Proposed floor plans/layouts** drawn to scale, including dimensions, individual room uses and plumbing fixtures

Please note: All plans shall be drawn to a measurable scale (e.g., 1/4 inch = 1 foot) and include dimensions. Construction documents prepared and stamped by a licensed architect or engineer shall be required for certain projects in accordance with the stated Policy on Requirements for Stamped or Sealed Drawings.

Additional plans may also require the following *(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.):*

- ☒ **Code information** including use classifications, occupant loads, construction type, existing/proposed fire alarm, smoke and sprinkler protection systems, egress (exits and windows), fire separation areas and fire stopping
- ☐ **Demolition plans and details for each story** including removal of walls and materials
- ☐ **Construction and framing details** including structural load design criteria and/or non-structural details
- ☒ **New stairs** showing the direction of travel, tread and rise dimensions, handrails and guardrails
- ☒ **Wall and floor/ceiling partition types** including listed fire rated assemblies
- ☐ **Sections and details** showing all construction materials, floor to ceiling heights, and stair headroom
- ☐ **New door and window schedules** (include window U-factors)
- ☐ **Accessibility features and design details** including the Certificate of Accessible Building Compliance
- ☐ **Project specifications manual**
- ☐ **A copy of the State Fire Marshal construction and barrier free permits**. For these requirements visit: http://www.maine.gov/dps/fmo/plans/about_permits.html

Food service occupancies require additional plans and details for review, such as occupant load per square foot area for tables and chairs, number of fixed bar, banquet and booth seating, equipment and plumbing fixture plans with schedule, hood location and interior finish materials. Accessible seating and counter details shall be included, please refer to this site: http://www.alphaonenow.org/userfiles/resto_access_sheet.pdf

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

*Tenant fit-up: construction necessary within the demising walls of a leased space, including partitions, finishes, fixtures, lighting, power, equipment, etc. making the interior space suitable for the intended occupation.

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General Building Permit Application

Project Address: 200 Anderson Street

Tax Assessor's CBL: 010 (Chart #) E00 (Block #) 001 (Lot #) **Cost of Work: $** <$10,000

Proposed use (e.g., single-family, retail, restaurant, etc.): wood shop

Current use: vacant **Past use, if currently vacant:** ski/bike shop

◉ **Commercial** ○ **Multi-Family Residential** ○ **One/Two Family Residential**

Type of work (check all that apply):

☐ New Structure	☐ Foundation Only	☐ Change of Ownership - Condo Conversion
☐ Addition	☐ Fence	☒ Change of Use
☐ Alteration	☐ Pool - Above Ground	☐ Change of Use - Home Occupation
☐ Amendment	☐ Pool - In Ground	☐ Radio/Telecommunications Equipment
☐ Shed	☐ Retaining Wall	☐ Radio/Telecommunications Tower
☐ Demolition - Structure	☐ Replacement Windows	☐ Tent/Stage
☐ Demolition - Interior	☐ Commercial Hood System	☐ Wind Tower
☐ Garage - Attached	☐ Tank Installation/Replacement	☐ Solar Energy Installation
☐ Garage - Detatched	☐ Tank Removal	☐ Site Alteration

Project description/scope of work (attach additional pages if needed):

Change of use

Applicant Name: Otis Baron **Phone:** (207) 332 - 2182

Address: 42 Westminster Ave. Portland, ME 04103 **Email:** otis@ocbdesign.com

Lessee/Owner Name (if different): _____ **Phone:** (_____) _____ - _____

Address: _____ **Email:** _____

Contractor Name (if different): _____ **Phone:** (_____) _____ - _____

Address: _____ **Email:** _____

I hereby certify that I am the owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature: Otis Baron Date: November 14, 2017

This is a legal document and your electronic signature is considered a legal signature per Maine state law.

Review of this application will not begin until the permit payment is received. This is not a permit. Work may not commence until the permit is issued.

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Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: portlandmaine.gov/payyourpermit
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

City of Portland
Permitting and Inspections Department
389 Congress Street, Room 315
Portland, Maine 04101

By signing below, I understand the review process starts once my payment hasbeen received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature: Otis Baron Date: 11/14/2017

I have provided electronic copies and sent them on: Date: 11/14/2017

NOTE: All electronic paperwork must be delivered to permitting@portlandmaine.gov or with a thumb drive to the office.

If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.

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Certificate of Accessible Building Compliance

All facilities for the use of a public entity shall be readily accessible by individuals with disabilities.

Project Name: OCB Design, LLC Project Address: 200 Anderson Street

Classification: ○ Title II (State/Local Government) ○ Title III (Public Accommodation/Commercial Facility)

NA

○ **New Building**
- ☐ Americans with Disabilities Act (ADA)
- ☐ Maine Human Rights Act (MHRA)
  - ☐ Barrier Free Certification ($75,000+ scope of work)
  - ☐ State Fire Marshal Plan Review Approval

○ **Alteration/Addition**
- ☐ Existing Building Completion date:
  - ☐ Original Building: _____
  - ☐ Addition(s)/Alteration(s): _____
- ☐ Americans with Disabilities Act (ADA)
  Path of Travel ○ Yes ○ No
- ☐ Maine Human Rights Act (MHRA)
  - ☐ Exceeds 75% of existing building replacement cost
  - ☐ Barrier Free Certification ($75,000+ scope of work)
  - ☐ State Fire Marshal Plan Review Approval

○ **Occupancy Change/Existing Facility**
- ☐ New Ownership – Readily Achievable Barrier Removal: _____

○ **Residential**
- ☐ Americans with Disabilities Act (ADA)
- ☐ Fair Housing Act (4+ units, first occupancy)
- ☐ Maine Human Rights Act (MHRA)
  - ☐ Covered Multifamily Dwelling (4+ units)
  - ☐ Public Housing (20+ units)
- ☐ Uniform Federal Accessibility Standards (UFAS)
- ☐ None, explain: _____

Contact Information:

Design Professional:

_____
Signature
(*This is a legal document and your electronic signature is considered a legal signature per Maine state law.*)

Name: _____

Address: _____

_____

Phone: _____

Maine Registration #: _____

Owner:

_____
Signature
(*This is a legal document and your electronic signature is considered a legal signature per Maine state law.*)

Name: _____

Address: _____

_____

Phone: _____