



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

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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Certificate of Accessible Building Compliance

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

Project Name: Root Wild

Project Address: 135 Washington Ave.

Classification: Title II (State/Local Government)

Title III (Public Accommodation/Commercial Facility)

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: 1977
 - 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

(New tenant) →

Occupancy Change/Existing Facility

New Ownership – Readily Achievable Barrier Removal: N/A

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]*

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

Name: Andrew Hyland

Address: Port City Architecture 65
Newbury St., Portland, ME 04101

Phone: 207-761-9000

Maine Registration #: 2037

Owner: *[Signature]*

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

Name: Reid Emmerich

Address: 14 Hamilton St
South Portland, ME 04106

Phone: reidemmerich@hotmail.com



Permitting and Inspections Department
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General Building Permit Application

Project Address: 135 Washington Ave. Portland, ME 04101

Tax Assessor's CBL: 012 P 1001 Cost of Work: \$ 30,000
Chart # Block # Lot #

Proposed use (e.g., single-family, retail, restaurant, etc.): Manuf. & tasting of Kombucha tea

Current use: vacant Past use, if currently vacant: Assembly (Sahara Club)

Commercial Multi-Family Residential One/Two Family Residential

Type of work (check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> New Structure | <input type="checkbox"/> Foundation Only | <input type="checkbox"/> Change of Ownership - Condo Conversion |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Fence | <input type="checkbox"/> Change of Use |
| <input checked="" type="checkbox"/> Alteration | <input type="checkbox"/> Pool - Above Ground | <input type="checkbox"/> Change of Use - Home Occupation |
| <input type="checkbox"/> Amendment | <input type="checkbox"/> Pool - In Ground | <input type="checkbox"/> Radio/Telecommunications Equipment |
| <input type="checkbox"/> Shed | <input type="checkbox"/> Retaining Wall | <input type="checkbox"/> Radio/Telecommunications Tower |
| <input type="checkbox"/> Demolition - Structure | <input type="checkbox"/> Replacement Windows | <input type="checkbox"/> Tent/Stage |
| <input type="checkbox"/> Demolition - Interior | <input type="checkbox"/> Commercial Hood System | <input type="checkbox"/> Wind Tower |
| <input type="checkbox"/> Garage - Attached | <input type="checkbox"/> Tank Installation/Replacement | <input type="checkbox"/> Solar Energy Installation |
| <input type="checkbox"/> Garage - Detached | <input type="checkbox"/> Tank Removal | <input type="checkbox"/> Site Alteration |

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

Making Kombucha tea, w/ tasting area & areas for storage / distribution @ existing overhead door.

Applicant Name: Reid Emmerich Phone: (207) 303 - 9043

Address: 14 Hamilton St., South Portland, ME 04106 Email: reidemmerich@hotmail.com

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

Address: _____ Email: _____

Contractor Name (if different): NOT YET CHOSEN 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: [Signature] Date: 2/23/18
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 has been 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:  _____ Date: 2/23/18

I have provided electronic copies and sent them on: _____ Date: 2/23/18

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.



CONSTRUCTION PERMIT APPLICATION

Department of Public Safety
Office of State Fire Marshal
45 Commerce Dr, Suite 1
Augusta, Maine 04333-0052

Project Information

Project Name: Root Wild
Street Location: 135 Washington Ave Town: Portland
County: Cumberland Zip Code: 04101

Project Type:

New Building/Addition
Renovation
Occupancy Change

Building Occupancy Use Layout:

Single use
Separated Use
Mixed Use

Sprinkler System:

No Yes Supervised

Fire Alarm:

No Yes Monitored

Project Information:

Projected Start Date: 3/2018
Projected End Date: 4/2018
Total Project Cost: \$30,000

Number of Stories:

Original # of Stories: 1
Affected # of Stories: 1
Total # of Stories: 1

Square Footage:

Renovated s.f.: 2,400
New Construction s.f.: —
Total s.f.: 2,400

Adjusted Project Cost* for Fee Calculation: 30,000 X 0.0015 = Construction Permit Fee: \$45.00

*see attached fee schedule for more information

Approval Letter Only (\$50 fee):

Occupancy Classification:

Apartments Ambulatory Health Care Assembly <300 >300 <1000 >1000
 Business Detention/Correctional Educational Daycare >12 <12
 Health Care Hotel/Dormitory Industrial Residential Board & Care Large Small
 Other Rooming & Lodging Storage Mercantile Class A Class B Class C

Construction Type

Fire Resistive: Type I (443) (332) Unprotected Ordinary: Type III (200)
Protected Non-Combustible: Type II (222) (111) Heavy Timber: Type IV (2HH)
Unprotected Non-Combustible: Type II (000) Protected Wood Frame: Type V (111)
Protected Ordinary: Type III (211) Unprotected Wood Frame: Type V (000)

Brief description of work to be performed: Install ADA restroom, fermentation room w/ storage mezzanine above.

Owner's Name: Reid Emmerich Contact Information Phone: 207-303-9043 Fax: _____

Mailing Address: 14 Hamilton St.

Town: South Portland State: ME Zip Code: 04106 E-mail: reidemmerich@hotmail.com

Design Professional: Andrew Hyland Phone: 207-761-9000 Fax: _____

Mailing Address: 65 Newbury St.

Town: Portland State: ME Zip Code: 04101

Maine Registration #: 2037 E-mail: mark@portcityarch.com

Signature of Applicant: [Signature]

↓ DEPARTMENT OF PUBLIC SAFETY USE ONLY ↓

<input type="checkbox"/> Permit	<input type="checkbox"/> Approval Letter (when a permit is not required)	Approved By: _____	
Check #	Plan Reviewer	Date Permit Issued	Permit #



Paul LePage
Governor

John E. Morris
Commissioner

STATE OF MAINE
Department of Public Safety
State Fire Marshal's Office
Building Codes and Standards Unit

45 Commerce Drive
52 State House Station
Augusta, Maine
04333-0052
207-624-7007



Joseph Thomas
State Fire Marshal

Richard McCarthy
Assistant State Fire Marshal

BUILDING CODE SURCHARGE

Project Information

Project Name: Root Wild

Street Location: 135 Washington Ave. Town: Portland

Project Total Square Footage*: 2,400 Building Code Surcharge: \$96⁰⁰

Sec. 13.25 MRSA §2450-A is enacted to read:

§2450-A. Surcharge on plan review fee for the Uniform Building Codes and Standards Fund

In addition to the fees established in section 2450, a surcharge of 4¢ per *square foot of *occupied space* must be levied on the existing fee schedule for new construction, reconstruction, repairs, renovations or new use for the sole purpose of funding the activities of the Technical Building codes and Standards Board with respect to the Maine Uniform Building and Energy Code, established pursuant to the Title 10, chapter 1103, the activities of the Bureau of Building Codes and Standards under chapter 314 and the activities of the Executive Department, State Planning Office under Title 30-A, section 4451, subsection 3-A,

The fee for review of a plan for the renovation of a public school, including the fee established under section 2450, may not exceed \$450.

Revenue collected from this surcharge must be deposited into the Uniform Building codes and Standards Fund established by section 2374. **Please mail your Surcharge in the amount shown above to the address at the top of this letter.** Thank you in advance for your attention to this matter.

Date Fee received: _____

Paid by: _____

Check #: _____

*Payment for all fees, Construction Fee, Building Code Surcharge & Barrier-Free Fee, may be submitted on one check, payable to **Treasurer, State of Maine.***

Central Maine Commerce Center
45 Commerce Drive
Augusta, Maine 04333

(207) 624-7007 (Voice)

(207) 287-6251 (Fax)

(207) 287-3659 (TTY)



BARRIER-FREE PERMIT APPLICATION

Department of Public Safety
Office of State Fire Marshal
45 Commerce Dr., Suite 1
Augusta, Maine 04333-0052

Project Information

Project Name: Root Wild
Street Location: 135 Washington Ave Town: Portland
County: Cumberland Zip Code: 04101

Project Type:

New Building/Addition
Renovation
Occupancy Change

Building Occupancy Use Layout:

Single use
Separated Use
Mixed Use

Sprinkler System:

No Yes Supervised

Fire Alarm:

No Yes Monitored

Project Information:

Projected Start Date: 3/2018
Projected End Date: 4/2018
Total Project Cost: 30,000

Number of Stories:

Original # of Stories: 1
Affected # of Stories: 1
Total # of Stories: 1

Square Footage:

Renovated s.f. 2,400
New Construction s.f.: —
Total s.f.: 2,400

Barrier-Free Permit Fee:

\$2500

**see attached fee schedule for more information*

Occupancy Classification:

Apartments Ambulatory Health Care Assembly <300 >300 <1000 >1000
 Business Detention/Correctional Educational Daycare >12 <12
 Health Care Hotel/Dormitory Industrial Residential Board & Care Large Small
 Other Rooming & Lodging Storage Mercantile Class A Class B Class C

Construction Type

Fire Resistive: Type I (443) (332) Unprotected Ordinary: Type III (200)
Protected Non-Combustible: Type II (222) (111) Heavy Timber: Type IV (2HH)
Unprotected Non-Combustible: Type II (000) Protected Wood Frame: Type V (111)
Protected Ordinary: Type III (211) Unprotected Wood Frame: Type V (000)

Brief description of work to be performed: _____

Contact Information

Owner's Name: Reid Emmerich Phone: 207-303-9043 Fax: _____
Mailing Address: 14 Hamilton St.
Town: South Portland State: ME Zip Code: 04106 E-mail: reidemmerich@hotmail.com
Design Professional: Andrew Hyland Phone: 207-761-9000 Fax: _____
Mailing Address: 65 Newbury Street
Town: Portland, ME State: ME Zip Code: 04101
Maine Registration #: 2037 E-mail: mark@portcityarch.com
Signature of Applicant: [Signature]

↓ DEPARTMENT OF PUBLIC SAFETY USE ONLY ↓

<input type="checkbox"/> Permit	<input type="checkbox"/> Approval Letter (when a permit is not required)	Approved By: _____	
Check #	Plan Reviewer	Date Permit Issued	Permit #

Department of Public Safety