



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

Reviewed for Code Compliance  
Permitting and Inspections Department  
Approved with Conditions

03/07/2019

## Commercial Interior Alteration Checklist

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

All applications shall be submitted online via the Citizen Self Service portal. Refer to the attached documents for complete instructions. The following items shall be submitted (please check and submit all items):

- Commercial Interior Alterations Checklist** (this form)
- Impact Fee Form and documentation from Portland Water District** (refer to form for details and applicability)
- 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 location of the area(s) of renovation within the 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](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 (**both inside and outside**), 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](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: 57 Emerson ceiling replacement

Project Address: 57 Emerson St - aka 17 Quebec St

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: \_\_\_\_\_
  - Addition(s)/Alteration(s): new ceiling second floor
- 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:

Christopher Bruni  
\_\_\_\_\_  
Signature  
*(This is a legal document and your electronic signature is considered a legal signature per Maine state law.)*

Name: Christopher Bruni

Address: 118 Washington Ave

Portland, ME 04101

Phone: 207-772-4334



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**PARKS & RECREATION, TRANSPORTATION, AND WASTEWATER IMPACT FEE FORM**

Please note that impact fees will not be assessed for projects that have been granted site plan approval prior to December 19, 2018.

Under the City's adopted ordinance, impact fees apply to any building permit application which results in: (a) an increase in the number of residential dwelling units or hotel rooms; (b) an increase in non-residential building square footage; (c) an increase in the number or size of water meters, or (d) a change of use which results in an increase in impact on municipal facilities, based on the use types below.

You do not need to complete the form below if all of the following apply to the project:

1. There is no proposed change to the total non-residential floor area;
2. There is no change to the use category (as listed below in the Land Use Information table);
3. There is no net increase in number of residential dwelling units or hotel rooms; and
4. There is no change to the number or size of water meters.

Applicant Name Not applicable

Project Address \_\_\_\_\_ Chart/Block/Lot (CBL) \_\_\_\_\_

1. Is this building permit application for an affordable housing project?  Yes  No  
 If yes, what percentage of the units in the project are workforce or affordable units? \_\_\_\_\_ %
2. Has the site been occupied by a legally established and operating use in the last 12 months?  Yes  No
3. Have you previously requested or received an impact fee modification for this project?  Yes  No  
*Note: A fee modification may only be granted in certain circumstances as defined in the Impact Fee Ordinance. For more information, see here.*

4. Existing and Proposed Land Use Information

If this building permit application involves a new use or change of use, please complete the following table. If no new use or change of use is proposed, then indicate not applicable/no change in the column at the right.

Use	Unit of Measure	Total Existing	Total Proposed for Project*	N/A No Change
Single- or two-family residential	Units			<input type="checkbox"/>
Multi-family residential	Units			<input type="checkbox"/>
Retail/Services	SF of Gross Floor Area			<input type="checkbox"/>
Office	SF of Gross Floor Area			<input type="checkbox"/>
Industrial	SF of Gross Floor Area			<input type="checkbox"/>
Institutional	SF of Gross Floor Area			<input type="checkbox"/>
Hotel	Rooms			<input type="checkbox"/>

\*Total Proposed shall include any existing units or floor area to remain and any additional units or floor area to be created or converted.



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5. **Existing and Proposed Water Meter Information** - Submit capacity letter or other documentation from Portland Water District regarding water meter size, with this form. If you have questions about the water meter size needed for your project, please contact the Portland Water District at 761-8310.

Meter size (in inches)**	Capacity Ratio	NUMBER OF METERS	
		Total Existing	Total Proposed for Project*
5/8	1.00		
3/4	1.50		
1	2.50		
1 1/2	5.00		
2	8.00		
3	16.00		
6	50.00		
8	80.00		

\*Total Proposed shall include any existing water meters to remain and any additional water meters to be added.

\*\*If your water meter is of a size not listed on the table above, please contact the Permitting and Inspections Department at 874-8703.

6. I hereby certify that the details furnished on this form are true and accurate to the best of my knowledge and I undertake to inform you of any changes therein.

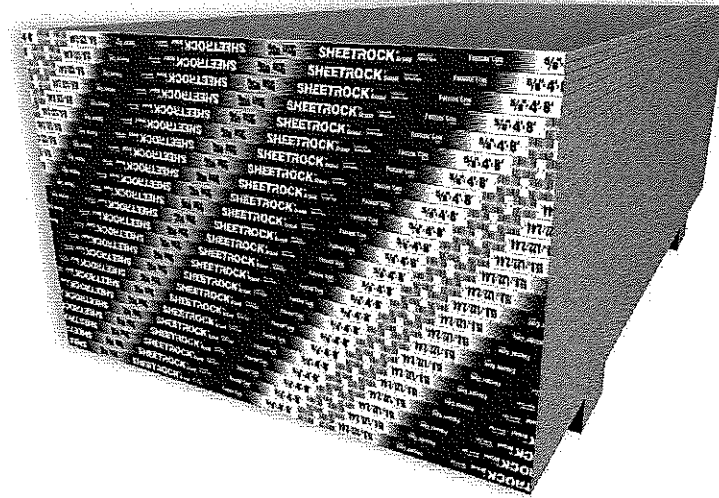
Applicant Signature Christopher Bruni - not applicable Date 2/20/2019



Home / Building Materials / Drywall / Drywall Sheets

Model # 14211011308 Internet #100321591 Store SKU #419109

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Save to Favorites

### Sheetrock

Firecode Core 5/8 in. x 4 ft. x 8 ft. Gypsum Board

★★★★★ (251) Write a Review

**\$12<sup>98</sup>** Buy 48 or more \$11.03

Width (ft) x Length (ft): 4x8

- 4x10
- 4x12
- 4x6
- 4x8
- 4x9

Quantity

**Pick Up In Store Today**

**184** in stock at Portland



## Add to Cart

Check Nearby Stores

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or

### We'll Deliver It to You

Schedule delivery to your home or jobsite  
on the day of your convenience

**Get it as soon as tomorrow**

### Express Delivery

**Your local store: Portland**  
Store Details & Services

Or buy now with

**Easy returns in store and online**  
Learn about our return policy

#### Product Overview



- Fire-resistant gypsum board
- For interior applications
- Score and snap easily

**Model #:** 14211011308

**Sku #:** 419109

**Internet #:** 100321591

Sheetrock Brand Firecode Core 5/8 in. x 4 ft. x 8 ft. Gypsum Board offers easy installation and almost immediate decoration. Panels are easy to score and snap. Their fire-resistant gypsum core provides additional fire resistance over regular panels. They feature tapered long edges for easy finishing.



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- Intended for fire-rated applications
- The non-combustible core is encased in 100% recycled face and back paper
- Tapered edges for easily concealed joints
- Quick installation and decoration
- Resist cracking and warping
- Use in new, or repair and remodel construction
- Durable
- Easy to repair
- Note: Product may vary by store.
- [Click to learn how to select the right drywall for your project](#)

## Specifications

