



Jeff Levine, AICP, Director
Director of Planning and Urban Development

Tammy Munson
Director, Inspections Division

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.
- I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature:

Date: December 16, 2013

I have provided digital copies and sent them on: December 16, 2013

Date: December 16, 2013

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.



Commercial Interior & Change of Use Permit Application Checklist



Inspections Division
Date: 01/31/14

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

One (1) complete set of construction drawings must include:

Note: Construction documents for costs in excess of \$50,000.00 must be prepared by a Design Professional and bear their seal.

- Cross sections w/framing details
- Detail of any new walls or permanent partitions
- Floor plans and elevations
- Window and door schedules NOT APPLICABLE
- Complete electrical and plumbing layout.
- Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review SEE ATTACHMENT
- Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IEEC 2009
- Proof of ownership is required if it is inconsistent with the assessors records. NOT APPLICABLE
- Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".
- Per State Fire Marshall, all new bathrooms must be ADA compliant.

Separate permits are required for internal and external plumbing, HVAC & electrical installations.

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including: No change to existing building envelope - however, survey is included (see Drawing A-2)

- The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines.
- Location and dimensions of parking areas and driveways, street spaces and building frontage. NA
- Dimensional floor plan of existing space and dimensional floor plan of proposed space.

A Minor Site Plan Review is required for any change of use between 5,000 and 10,000 sq. ft. (cumulatively within a 3-year period) No change of use.

Fire Department requirements.



Inspections Division
Date: 01/31/14

The following shall be submitted on a separate sheet: **See Code Analysis on Drawing A-1**

- Name, address and phone number of applicant **and** the project architect.
- Proposed use of structure (NFPA and IBC classification)
- Square footage of proposed structure (total and per story)
- Existing and proposed fire protection of structure.
- Separate plans shall be submitted for **See drawings and attached CaptiveAire drawing package**
 - a) Suppression system
 - b) Detection System (separate permit is required)
- A separate Life Safety Plan must include: **See Code Analysis on Drawing A-1**
 - a) Fire resistance ratings of all means of egress
 - b) Travel distance from most remote point to exit discharge
 - c) Location of any required fire extinguishers
 - d) Location of emergency lighting
 - e) Location of exit signs
 - f) NFPA 101 code summary
- Elevators shall be sized to fit an 80" x 24" stretcher. **Not applicable**

For questions on Fire Department requirements call the Fire Prevention Officer at (207) 874-8405.

Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

Permit Fee: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost

This is not a Permit; you may not commence any work until the Permit is issued.



General Building Permit Application

Inspections Division
Date: 01/31/14

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Address/Location of Construction: 90 Congress Street, Portland Maine		
Total Square Footage of Proposed Structure: 869 SF (Interior)		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 016 A006002	Applicant Name: Neil Reiter Address PO Box 275 City, State & Zip Brooklin, ME 04616	Telephone: 207-359-4950 Email: nreiter@juno.com
Lessee/Owner Name : (if different than applicant) Address: R&J PARTNERS LLC PO Box 275 City, State & Zip: Brooklin, ME 04616 Telephone & E-mail: 207-359-4950 nreiter@juno.com	Contractor Name: (if different from Applicant) Address: TBD (project is being bid) City, State & Zip: Telephone & E-mail:	Cost Of Work: \$ <u>79,000</u> C of O Fee: \$ <u>-0-</u> Historic Rev \$ <u>-0-</u> Total Fees : \$ <u>810</u>
Current use (i.e. single family) <u>Restaurant</u>		
If vacant, what was the previous use? _____		
Proposed Specific use: <u>Restaurant</u>		
Is property part of a subdivision? <u>No</u> If yes, please name _____		
Project description: Renovation of existing restaurant for new restaurant. Work is all interior, except for new rooftop HVAC equipment. No change to building envelope.		
Who should we contact when the permit is ready: Neil Reiter		
Address: PO Box 275		
City, State & Zip: Brooklin, ME 04616		
E-mail Address: nreiter@juno.com		
Telephone: 207-359-4950		

Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

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: 	Date: December 16, 2013
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This is not a permit; you may not commence ANY work until the permit is issued.



Certificate of Design Application



Inspections Division
Date: 01/31/14

From Designer: Reiter Architecture & Design

Date: December 16, 2013

Job Name: 90 Congress Street Restaurant

Address of Construction: 90 Congress St., Portland, Maine

2009 International Building Code

Construction project was designed to the building code criteria listed below:

This is an existing building - condominium with 88-90 Congress Street (#88 is Rosemont Market). No change to use or exterior envelope. See Code Analysis on Drawing A-1. See Structural Drawings S-1 & S-2.

Building Code & Year 1972 Use Group Classification (s) B (restaurant, under 50 seats)

Type of Construction Existing Building: masonry exterior bearing walls, interior non-bearing wood stud partitions assumed to be sim. to Type 3A or 3B

Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2009 IRC No

Is the Structure mixed use? yes (retail food Market is in other half of bldg.) If yes, separated or non separated or non separated (section 302.3) 1 hour rated gyp. partition between spaces

Supervisory alarm System? No Geotechnical/Soils report required? (See Section 1802.2) NA (no new additions or changes to structure)

Structural Design Calculations

_____ Submitted for all structural members (106.1 – 106.11)

Design Loads on Construction Documents (1603)

Uniformly distributed floor live loads (7603.11, 1807)

Floor Area Use	Loads Shown
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Wind loads (1603.1.4, 1609)

_____ Design option utilized (1609.1.1, 1609.6)

_____ Basic wind speed (1809.3)

_____ Building category and wind importance Factor, I_w (table 1604.5, 1609.5)

_____ Wind exposure category (1609.4)

_____ Internal pressure coefficient (ASCE 7)

_____ Component and cladding pressures (1609.1.1, 1609.6.2.2)

_____ Main force wind pressures (7603.1.1, 1609.6.2.1)

Earth design data (1603.1.5, 1614-1623)

_____ Design option utilized (1614.1)

_____ Seismic use group ("Category")

_____ Spectral response coefficients, S_D & S_I (1615.1)

_____ Site class (1615.1.5)

_____ Live load reduction

_____ Roof *live* loads (1603.1.2, 1607.11)

_____ Roof snow loads (1603.7.3, 1608)

_____ Ground snow load, P_g (1608.2)

_____ If $P_g > 10$ psf, flat-roof snow load P_f

_____ If $P_g > 10$ psf, snow exposure factor, C_e

_____ If $P_g > 10$ psf, snow load importance factor, I_s

_____ Roof thermal factor, C_t (1608.4)

_____ Sloped roof snowload, P_s (1608.4)

_____ Seismic design category (1616.3)

_____ Basic seismic force resisting system (1617.6.2)

_____ Response modification coefficient, R_d and deflection amplification factor C_d (1617.6.2)

_____ Analysis procedure (1616.6, 1617.5)

_____ Design base shear (1617.4, 1617.5.1)

Flood loads (1803.1.6, 1612)

_____ Flood Hazard area (1612.3)

_____ Elevation of structure

Other loads

_____ Concentrated loads (1607.4)

_____ Partition loads (1607.5)

_____ Misc. loads (Table 1607.8, 1607.6.1, 1607.7, 1607.12, 1607.13, 1610, 1611, 2404)



Accessibility Building Code Certificate



Inspections Division
Date: 01/31/14

Designer: Reiter Architecture & Design

Address of Project: 90 Congress Street, Portland Maine 04101

Nature of Project: Renovation of existing restaurant for new restaurant. Existing ADA bathroom to remain. All exit and bathroom doors are 3'-0" wide.

The technical submissions covering the proposed construction work as described above have been designed in compliance with applicable referenced standards found in the Maine Human Rights Law and Federal Americans with Disability Act. Residential Buildings with 4 units or more must conform to the Federal Fair Housing Accessibility Standards. Please provide proof of compliance if applicable.

Signature: 

Title: Principal

Firm: Reiter Architecture & Design

Address: PO Box 275
Brooklin, ME 04616

Phone: 207-359-2300

(SEAL



For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov



Certificate of Design



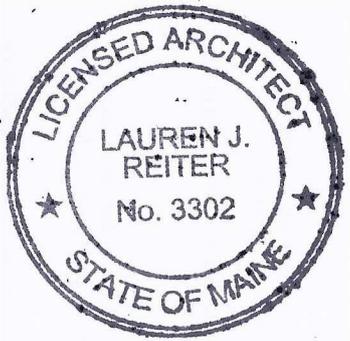
Inspections Division
Date: 01/31/14

Date: December 16, 2013

From: Reiter Architecture & Design

These plans and / or specifications covering construction work on:
90 Congress Street, Portland, Maine

Have been designed and drawn up by the undersigned, a Maine registered Architect / Engineer according to the **2009 International Building Code** and local amendments.



(SEAL)

Signature: 

Title: Principal

Firm: Reiter Architecture & Design

PO Box 275

Address: Brooklin, ME 04616

Phone: 207-359-2300

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