Inspections Division
Date: 08/23/13

Memorandum
Department of Planning and Urban Development
Inspection Services Division

TO: **Benjamin Chipman, Owner**

FROM: **Jonathan Rioux, Code Enforcement Officer/ Plan Reviewer**

DATE: **May 15, 2013**

CC: **Tammy Munson, Inspections Division Director**
Chris Pirone, Captain/ Fire Prevention Officer

RE: **C. of O. for # 163 Cumberland Ave. CBL: 022 J024001 (Vacant Property)**

Below, are the items you requested to memorialize the deficiencies noted during our walk-through inspection of 163 Cumberland Avenue. As discussed, the following deficiencies shall be corrected, and or met prior to issuance of a Certificate of Occupancy and removal of the "Posted-Against-Occupancy-Notice", dated 11/20/2009.

As discussed, the existing wall/ ceiling materials already in use in your building may have complied with all the requirements or approvals in effect at the time of their installation, however because they were removed, altered, and damaged by vandals they must be mitigated and made safe.

Whereas special conditions exist (time frame of vacancy, complexity and removal of fire separations, damaged floor joist, roof structure and walls, exposure to elements and the presence of vermin), our office is recommending that the construction documents are prepared by a registered design professional.

In order to streamline the occupancy process please follow steps 1-4, see below:

Fire

1. Contact the Fire Prevention Office @ 207.874.8400 prior to submitting your building permit application for any additional requirements or requested information.

Building

2. Submit a complete commercial building permit application
    a. Note: Construction documents should be prepared by a Design Professional and bear their seal.
    b. Electronic media documents are required for submittal; the construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of City Building Code. http://www.portlandmaine.gov/planning/applicantsubmittalelectronicplanreview.pdf
    c. These structural and architectural drawings shall include minimal insulation, roof, wall, ceiling, floor, stairwell fall protection and graspable handrails, fire and life safety requirements.

Scheduled Inspection(s)
Once the commercial building permit application is approved/ issued follow the appropriation inspection schedule, see below:

3. Close-In: Electrical (Master Electrician Required)
    a. Complete work under Permit # 1300797

    Close-In: Plumbing/ HVAC (Licensed Master Plumber Required)
    b. Finish repairs to all plumbing work incompliance with Minimal State Plumbing Codes.
    c. Complete work under Permit # 201300654 and 201300796

    Close-In: Framing
4. Final Inspection/ Certificate of Occupancy

Please feel free to contact me at 207.874.8702 if you have any questions or concerns