



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: 251-253 Cumberland Ave. - Fire Safety Improvements - Payne

Project Address: 251-253 Cumberland Avenue

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): _____
- 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: Project addresses fire safety concerns by removing entryway/stairwell paneling (replacing with appropriate drywall) and installing fire doors where required.

Contact Information:

Design Professional: N/A

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: Edward Payne

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

Name: Edward Payne

Address: 139 Ashmont Street, Portland, ME 04103

Phone: 207-274-8924

Portland, Maine



Yes. Life's good here.

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General Building Permit Application

Project Address: 251-253 Cumberland Avenue

Tax Assessor's CBL: 026 K008 2607 Cost of Work: \$ 10,000
Chart # Block # Lot #

Proposed use (e.g., single-family, retail, restaurant, etc.): N/A

Current use: 10 unit multi-family apartment building Past use, if currently vacant: _____

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):

The goal of this project is to address fire safety concerns relating to stairway paneling and individual entry for various units. The scope of the project is to remove the entryway/stairwell paneling which is additive to a fire and replace it with the appropriate fire rated drywall. The scope also includes installing fire doors in units that currently do not have them.

Applicant Name: Edward Payne Phone: (207) 274 - 8924

Address: 139 Ashmont Street, Portland, ME 04103 Email: NedPayne@Gmail.com

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

Address: _____ Email: _____

Contractor Name (if different): Thomas McLellan Phone: (207) 749 - 6358

Address: 37 Pleasant St., Westbrook, ME 04092 Email: McLellanrenovations@gmail.com

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: Edward Payne Digitally signed by Edward Payne
DN: cn=Edward Payne, o, ou, email=NedPayne@gmail.com, c=US
Date: 2017.12.27 21:07:57 -05'00' Date: 12/27/2017

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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Requirements for Electronic Submissions

In order to ensure the most expedient review of your application, please meet the requirements below for all submissions:

- **All applications must be submitted electronically via e-mail to permitting@portlandmaine.gov.** Paper applications will not be accepted.
- **Drawings sheets shall be submitted individually-- each PDF file shall contain no more than one drawing sheet.** Only PDF files are acceptable for plan review, and each file shall not exceed 5MB in size.*
- **Drawing files shall be named based on the drawing sheet number and name.** It is recommended to include a Category/Discipline letter (such as A for Architectural), a sheet number and a descriptive title (e.g., A1 Existing Exterior Elevation).
- **Revised file submissions must use the exact same file name as originally submitted.** The Electronic Plan Review software will recognize this submission as Version 2.
- **Supporting documents shall be submitted as an individual PDF file for each document (these documents may be multi-page PDF files) and named based on the document type** (e.g., "Deed", "Stormwater Report", "Permit Application", etc.). Searchable PDF files are requested for calculations, reports and other supporting documents.
- **A graphic scale or a scale to reference shall be included on each drawing sheet.**
- **Plans prepared by a design professional shall include a Code Analysis sheet,** referencing the Maine Uniform Building and Energy Code and Portland City Code, Chapter 10 – Fire Prevention and Protection, which includes National Fire Protection Association (NFPA) 1, Fire Code and NFPA 101, Life Safety Code. Chapter 10 of the City Code can be viewed at: <http://www.portlandmaine.gov/citycode/chapter010.pdf>.
- **Files shall be submitted via email to permitting@portlandmaine.gov.** The email subject line shall include the project address and type of permit. Multiple emails may be sent for one project if the files exceed the maximum file size.
- **Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.**

For further information and to access PDF versions of this and other forms, visit the Permitting and Inspections Department online at <http://portlandmaine.gov/1728/Permitting-Inspections>.

*To download a free version of Adobe Acrobat Reader, please visit: <https://get.adobe.com/reader/>



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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: Edward Payne Digitally signed by Edward Payne
DN: cn=Edward Payne, o, ou,
email=NedPayne@gmail.com, c=US
Date: 2017.12.27 21:09:55 -05'00' Date: 12/27/2017

I have provided electronic copies and sent them on: _____ Date: 12/27/2017

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.

BUILDING PERMIT SUPPLEMENT

Important Lead-Safe Building Practices & Resources

If you're working on homes, schools or day care centers built pre-1978, you now must be EPA Lead-Safe Certified.

Avoid risk of government fines and civil liability, plus gain competitive advantage as a lead-safe certified contractor.

Submit an application to certify your firm for five years. A one-day Renovation, Repair and Painting (RRP) class will also certify your renovators for five years.



Lead is toxic to adults and especially to children living in a home. Improper removal of lead paint may also poison the person removing it and their family.

- ✓ Keep others, especially children and pregnant women, out of the work area.
- ✓ Keep all dust contained inside the work space. Create barriers between the work area and living space.
- ✓ Protect yourself and your workers from dust and debris.
- ✓ Clean up dust in lead-safe ways.

RESOURCES

Maine DEP (general lead information)..... www.state.me.us/rwm/lead; (800) 452-1942
Renovation Repair Painting Classes (RRP)... www.maine.gov/dep/rwm/trainingcal.shtml
Information for Landlords..... www.maine.gov/dep/rwm/lead/landlords.html

This program is made possible with funding from the Lead Poisoning Prevention Fund, State of Maine.

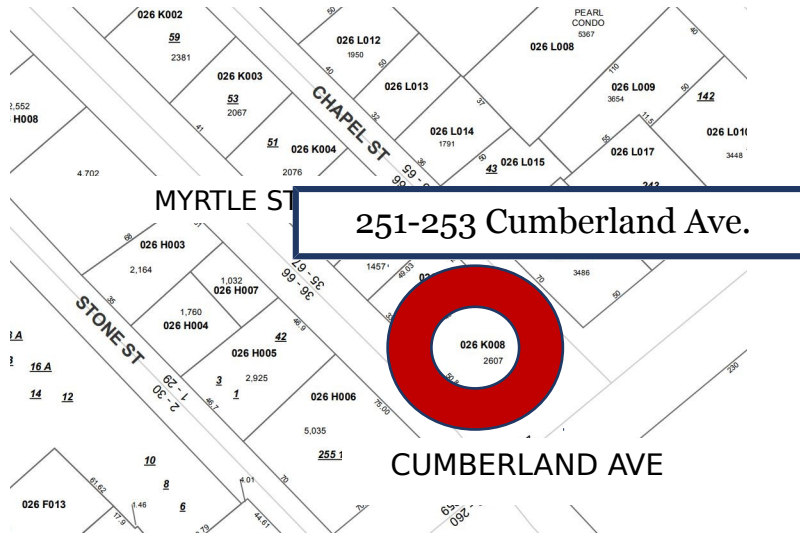
251-253 Cumberland Avenue

Plot Plan/Site Plan

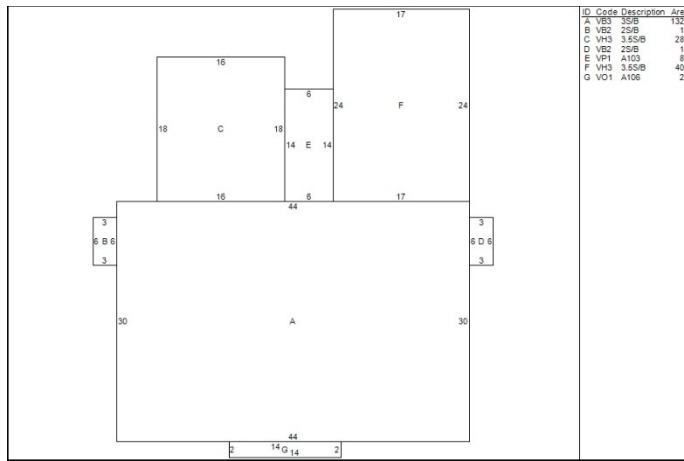
Building



Location



Sketch



251-253 Cumberland Avenue

Proof of Ownership



PORTLAND MAINE Assessor's Office

Assessor's Office | 389 Congress Street | Portland, Maine 04101 | Room 115 | (207) 874-8486

City Home Departments City Council E-Services Calendar Jobs

This page contains a detailed description of the Parcel ID you selected.

[New Search!](#)

Current Owner Information:

CBL	026 K008001
Land Use Type	FIVE TO TEN FAMILY
<small>Verify legal use with Inspections Division</small>	
Property Location	251 CUMBERLAND AVE
Owner Information	WARD CAPITAL LLC 139 ASHMONTE ST PORTLAND ME 04103
Book and Page	33075/204
Legal Description	25-K-8 CUMBERLAND AVE 251-253 MYRTLE ST 39-41 CHAPEL ST 38-40 2607 SF
Current Rental Registration	Yes
Acres	0.0598

Current Assessed Valuation:

TAX ACCT NO.	3608	OWNER OF RECORD AS OF APRIL 2017
LAND VALUE	\$61,400.00	WARD CAPITAL LLC
BUILDING VALUE	\$288,600.00	
NET TAXABLE - REAL ESTATE	\$350,000.00	139 ASHMONTE ST PORTLAND ME 04103
TAX AMOUNT	\$7,577.50	

Best viewed at 800x600, with Internet Explorer

Any information concerning tax payments should be directed to the Treasury office at 874-8490 or [e-mailed](#).

Services

- Applications
- Doing Business
- Maps
- Tax Relief
- Tax Roll
- Q & A

browse city services a-z

browse facts and links a-z



Maine Secretary of State



2017 Annual Report Electronic Filing Acknowledgment

For Limited Liability Companies on file as of December 31, 2016

Charter Number: 20163191DC
DCN Number: 2170019136376
Legal Name: WARD CAPITAL LLC

Registered Agent's Name and Address:

HAWLEY R. STRAIT
PO BOX 9729
PORTLAND, ME 04104-5029

Brief statement of the character of the business:

WARD CAPITAL LLC IS THE ENTITY WHICH HOLDS A 10 UNIT RESIDENTIAL APARTMENT RENTAL BUILDING LOCATED AT 251 - 253 CUMBERLAND AVENUE IN PORTLAND, MAINE.

Name and Address of Members, Managers or other Authorized Persons:

EDWARD PAYNE
25 KELLOGG STREET - UNIT A, PORTLAND, ME 04101

Date of Filing: September 20, 2017

Name and Capacity of Authorizing Party:

EDWARD PAYNE, SOLE MEMBER / OWNER / MANAGER

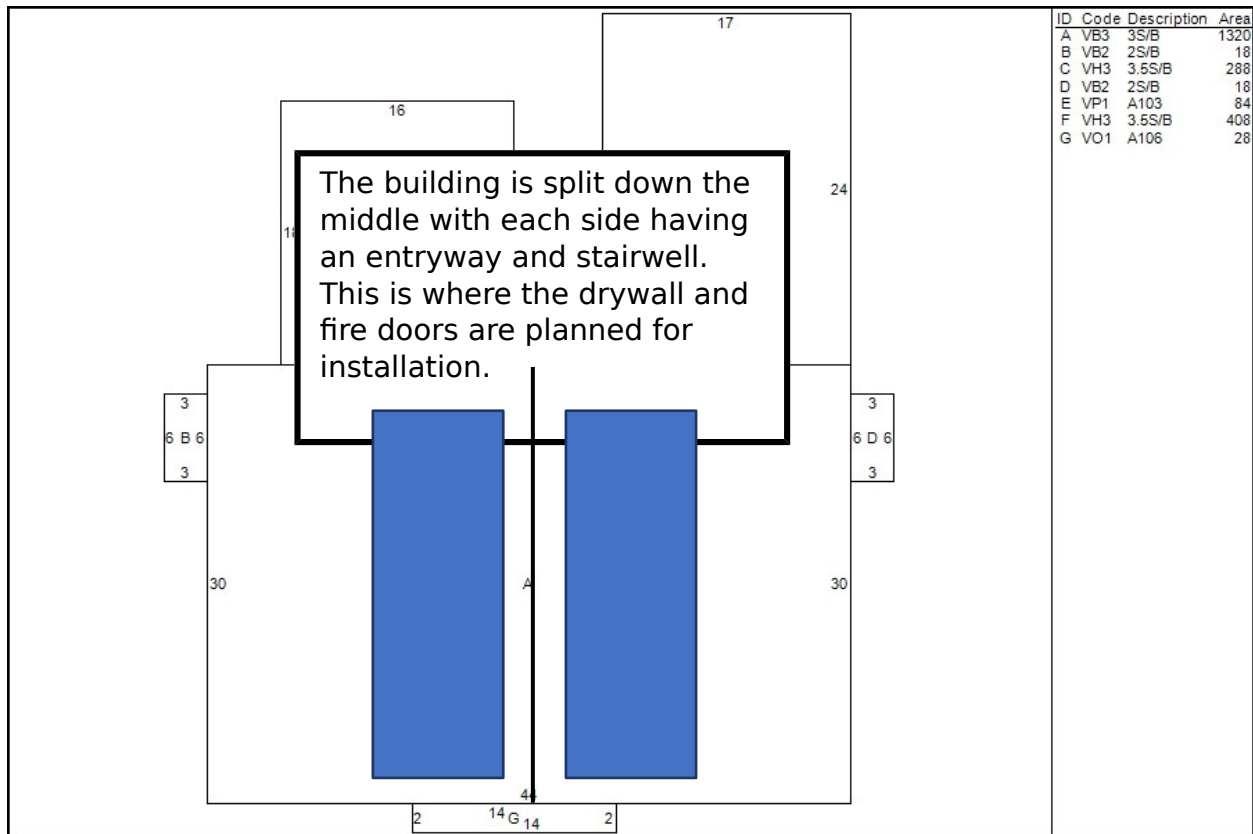
251-253 Cumberland Avenue

Key Plan

Location of area(s) of renovation within the total building footprint and adjacent tenant uses.

The goal of this interior alteration is to improve the building from a fire safety standpoint, addressing any issues that do not meet code. The bulk of the work concentrates on two tasks.

- 1) Removing paneling in the entryway and stairwell that is additive to a fire and replacing it with drywall.
- 2) Installing fire doors where needed.

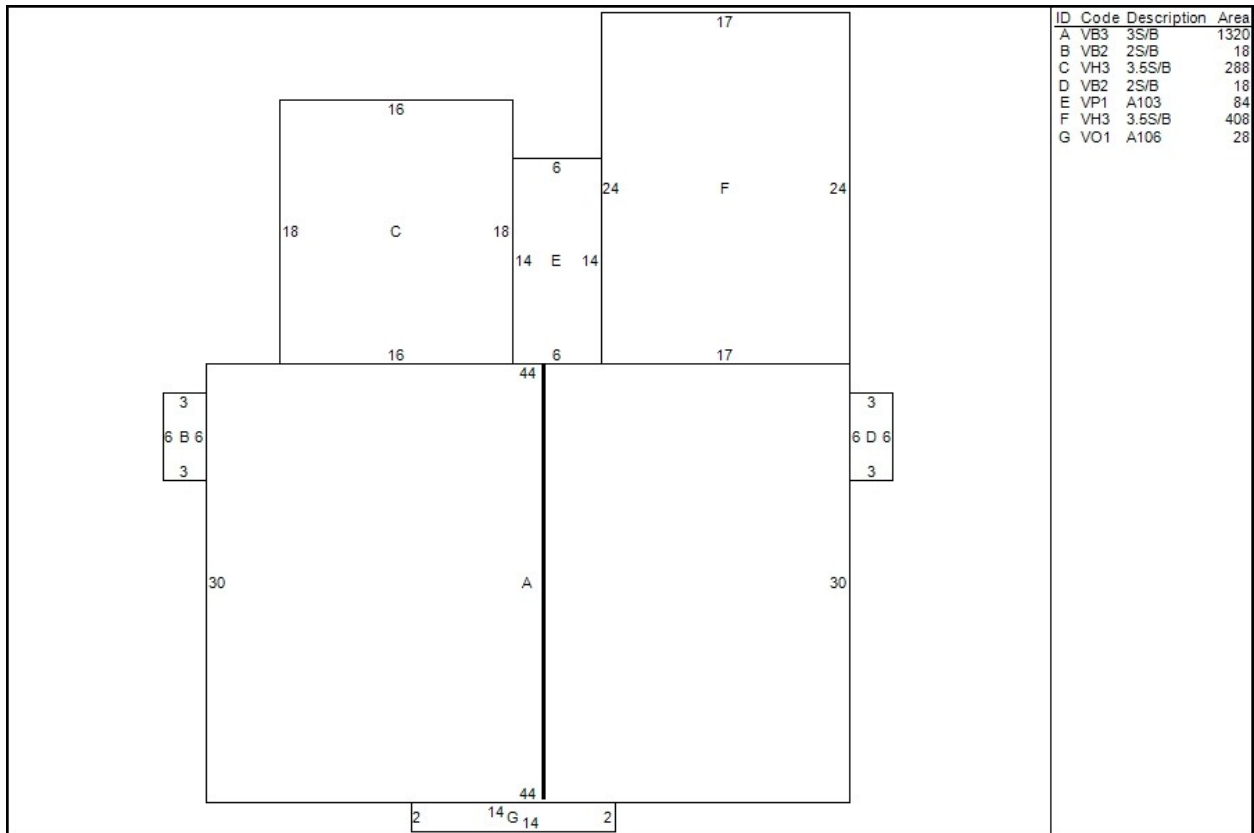


251-253 Cumberland Avenue

Life Safety Plan

The project will not make any changes from a Life Safety Plan standpoint.

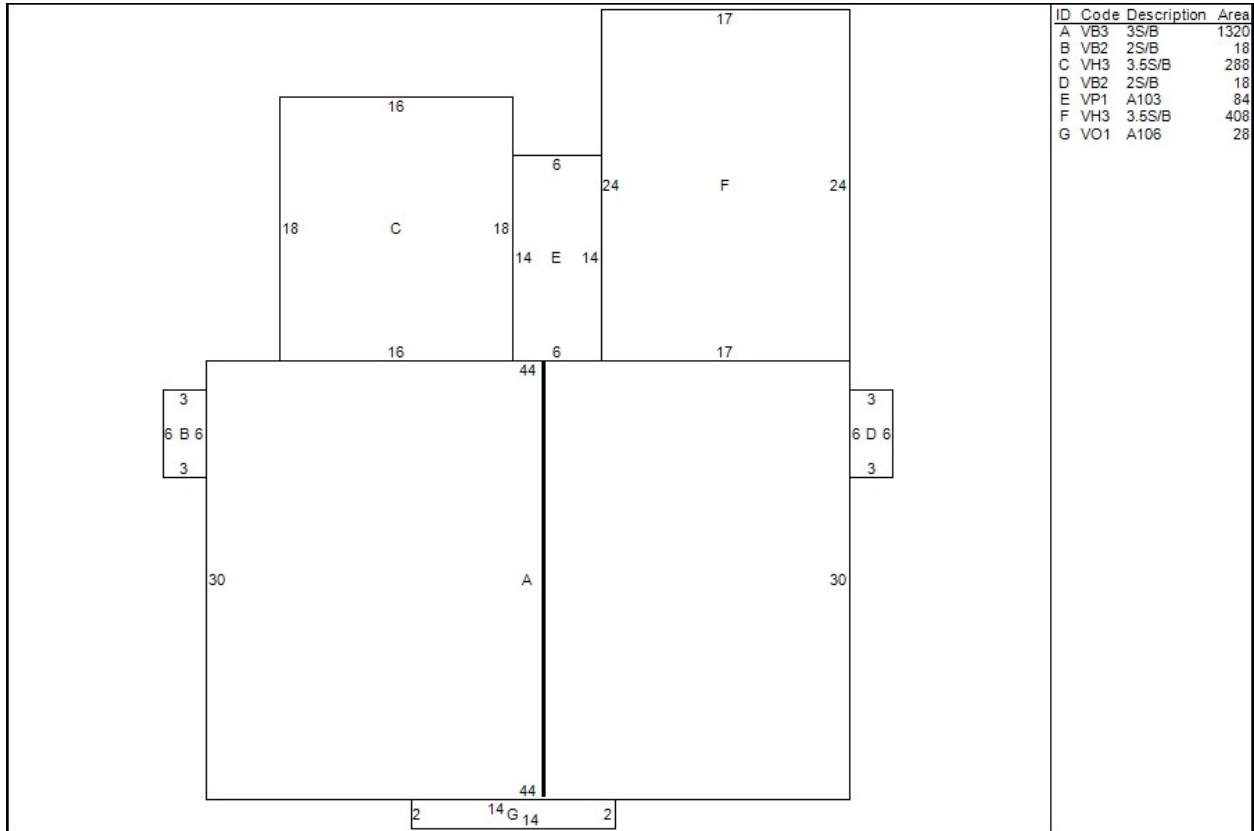
All units have a primary and secondary egress. The primary, consisting of the units entry, and the secondary egress, depending on the units location is either a) a window (first floor) b) fire escape c) additional door which accesses the other side of the building.



251-253 Cumberland Avenue

Existing Floor Plan/Layout

The existing floor plan will not change.



251-253 Cumberland Avenue

Proposed Floor Plan/Layout

There are not any proposed changes to the floor plan.

