



Commercial Interior & Change of Use Permit Application Checklist

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
- 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
- Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IECC 2009
- Proof of ownership is required if it is inconsistent with the assessors records.
- 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.

PLANS ARE PDF FORMAT VECTOR @ 11X17 PAPER SIZE.

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:

- 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.
- 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)

** NOT APPLICABLE*

Fire Department requirements.

The following shall be submitted on a separate sheet:

- 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
 - a) Suppression system
 - b) Detection System (separate permit is required)
- * A separate Life Safety Plan must include:
 - 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.

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

* NOT APPLICABLE.

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

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: 465-467 Congress Street / rear drive-up services		
Total Square Footage of Proposed Structure:		Alterations to existing only
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 027 - A015 - 001	Applicant Name: Peoples United Bank Address 467 Congress Street City, State & Zip Portland, ME 04101	Telephone: 413-575-2970 Email: JACK.GOLLEN @PEOPLES.com
Lessee/Owner Name : LE Springer Inc. (if different than applicant) Address: 15 Meadow Lane City, State & Zip: Brewer, ME 04412 Telephone & E-mail:	Contractor Name: RC Theberge GC, Inc. (if different from Applicant) Address: PO Box 184 City, State & Zip: Brunswick, ME 04011-0184 Telephone & E-mail: BOB@ 207-725-7499 RCTHEBERGE.com	Cost Of Work: \$15,000.00 C of O Fee: \$ _____ Historic Rev \$ _____ Total Fees : \$ _____
Current use (i.e. single family) <u>branch bank; drive-up services</u>		
If vacant, what was the previous use? <u>n/a</u>		
Proposed Specific use: <u>same as current use</u>		
Is property part of a subdivision? <u>NO</u> If yes, please name _____		
Project description: Alterations @ drive-up services w/ no traffic or other site changes.		
Who should we contact when the permit is ready: Bob Theberge, Pres.; RC Theberge GC, Inc.		
Address: PO Box 184		
City, State & Zip: Brunswick, ME 04011-0184		
E-mail Address: bob@rctheberge.com		
Telephone: 207-725-7499		

RELOCATE ATM
TO TELLER WINDOW
REPLACE ATM
KIOSK W/ REMOTE
TELLER TUBE SYSTEM

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: 6/19/13
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This is not a permit; you may not commence ANY work until the permit is issued.