DISPLAY THIS CARD ON PRINCIPAL FRONTAGE

CITY OF PORTLAND

Please Read Application And Notes, If Any, Attached

BU

Permit Number: 081492

or commended by ting this permit shall comply with all

This is to certify that415 CONGRESS STREET PR	ERTIES	X		
has permission toChange of Use, No Construction				
AT _415 CONGRESS ST		C.		

provided that the person or persons, fi of the provisions of the Statutes of Marie and of the companies of the City of Portland regulating the construction, maintenance and use if buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Not ation o spectio must b nd writt permissi procure this bui ig or pa hereof is lath or oth sed-in. 2 HO NOTICE IS REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS

Fire Dept	
Health Dept.	
Appeal Boar	1
Other	
	Department Name

Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

City of Portland, Maine	e - Buile	ding or Use l	Permi	t Application	n Pe	ermit No:	Issue Date	:	CBL:	
389 Congress Street, 04101		_			1	08-1492			027 B00	7001
Location of Construction: Owner Name:			Owner Address:				Phone:	Phone:		
415 CONGRESS ST	ONGRESS ST 415 CONGRESS STREET PROP			REET PROPE	134 MAIN ST STE 2A			207-874-2	207-874-2107	
Business Name:		Contractor Name:			Contractor Address:			Phone		
Lessee/Buyer's Name Phone:		Phone:			Permit Type:					Zone: 2
					Cha	ange of Use -	Commercia	1		B->
Past Use:		Proposed Use:			Permit Fee: Cost of Work:		k:	CEO District:]	
Commercial Financial Services Commercial F Studio - Chan Construction			Performing Arts		\$105.00 \$0		00.00	1		
		ge of Use, No		Approved			CTION:			
		Construction			Denied Us			Use G	e Group: Type:	
								1		
		L			1			ļ		
Proposed Project Description:	u'a							g:		
Change of Use, No Construct	tion					Signature:			ature:	
					PEDI		/		*	
					Actio	on: Appro	ved MAPI	oroved w	w/Conditions Denied	
					Signa	ature:			Date: 11/7 ((09)
Permit Taken By:	Date Ap	plied For:			<u> </u>		Approva	7		-
lmd	T .	/2008				Zoning	Approva	•1		
1. This permit application of	loes not r	preclude the	Spe	cial Zone or Revie	ws	Zoni	ng Appeal		Historic Prese	ervation
1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.		Shoreland			☐ Variance			Not in District or Landmark		
2. Building permits do not include plumbing, septic or electrical work.		☐ Wetland		Miscellaneous			Does Not Require Review			
3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work		Flood Zone			Conditional Use			Requires Review		
		Subdivision		[Interpretation				Approved		
			☐ Si	ite Plan		Approv	ed		Approved w/0	Conditions
			Maj	Minor MM		Denied		}	Denied	
the con			w It conf	11 M			Any exterior war			
			Date:	~ u/	261	A Sate:			Date: Vegu	nes A
								(EPANTE E APONO	review
				CERTIFICAT	ON					
I hereby certify that I am the of I have been authorized by the jurisdiction. In addition, if a	owner to	o make this appl or work describe	ication d in the	as his authorized application is	d age issued	nt and I agree I, I certify that	to conform the code of	to all a ficial's	applicable laws authorized repr	of this esentative
shall have the authority to ent such permit.	er all are	as covered by s	ucn per	ınıt at any reasc	mable	nour to enior	ce me prov	131011 0	i die codo(s) ap	piicabie w
SIGNATURE OF APPLICANT				ADDRES	SS		DATI	E	РНО	ONE
RESPONSIBLE PERSON IN CHA	P.GE OF W	WORK TITLE					DATI		PHO	NE NE
RESPUNSIBLE PERSON IN CHA	IN TO BUILDING	OIGN, TITLE					2111			

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE

Review Surrary

151

152

411 Gorgrass St.

1 USE Group - E

2. DEC. load - 49 Shown - (E)

20 Net - 741 + 136 + 149 + 70 = 1096 14

to96 2nd

2192 = 20 = 110 max occ. bd. 21839

3. Travel 1st - 55 + 19 + 8 = 82

2nd

33 + 15 + 6 = 85

* occ. load for E use group exceed, - 77

* Path of travel exceeds 75

2 Exits are required. Sect. 1019

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Fire Safety Plan 411 Congress Street- A Company of Girls

December 15, 2008

Staff:

- Will continue to be certified in first aid and CPR
- Will receive training on proper usage of fire extinguishers
- Will receive basic Fire safety training
- Will act as Fire wardens in the space
- Will know the fire safety evacuation plan for the space
- Will be trained on multiple scenarios for evacuation and the safest manner to do so
- Will be in attendance with girls at all times in all areas of the space to insure their safety
- Will educate all girls on the fire safety plan and conduct regular fire drills as required by the Portland Fire Department
- Will be a ratio of one adult for every six girls in the space-most days there are a minimum of three adults in attendance
- Will have a cell phone in their pocession no matter where they are in the space for communication should an emergency arrive and they are unable to access land line

Girls

- Will receive basic Fire safety training
- Will participate in regular fire drills as required by the Portland Fire Department
- Will be aware of all points of egress
- Will not have access to the basement storage area

Space:

- See architectural drawings for specific use of each room
- Will be equipped with fire extinguishers where deemed prudent by the Portland Fire Department
- Signage indicating evacuation plan/routes and points of egress will be posted in appropriate areas

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General Building Permit Application

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.

Total Square Footage of Proposed Structure, approximately 2,200 sq. ft. Tax Assessor's Chart, Block & Lot	/Area	Street, Suite III Square Footage of Lot 49494+/- 5F		Number of Stories			
	Applicant *	must be owner, Lessee or Buy	Telephone:				
Chart# Block# Lot#	Name A Company of Girls Address POBOX 7527 (207) 874-2107						
	City, State & Zip Portland mE 04112						
Lessee/DBA (If Applicable)	Owner (if d	ifferent from Applicant)		st Of			
100 ° 2 €	Name 415 Address City, State &	Congress Street Properties, LP 34 maine Street Zip Winthrop, ME 04364	Co	ork: \$ of () Fee: \$ tal Fee: \$			
Project description:		vices (we are to) os (for afterschool yes, please name		'ford girls			
Project description:				'ford girls			
Contractor's name:				'ford girl:			
Contractor's name:							
Contractor's name: Address: City, State & Zip			elepho	one:			
Project description: Contractor's name: Address: City, State & Zip Who should we contact when the permit is rea Mailing address: PO Box 7527,	ndy: Odelle	Bowman	elepho	one:			
Contractor's name: Address: City, State & Zip Who should we contact when the permit is rea	ndy: Odelle Portland I	Bowman Tome 04112 the applicable Checkli	elepho	one:one: <u>874~2107</u>			
Contractor's name: Address: City, State & Zip Who should we contact when the permit is rea Mailing address: PO Box 7527, Please submit all of the information	outlined on automatic of suance of a period	Bowman TomE 04112 the applicable Checklidenial of your permit. e project, the Planning and Denit. For further information of	elepho st. F	one:			

This is not a permit; you may not commence ANY work until the permit is issue

Signature:

pr

LEASE AGREEMENT

Lease Agreement, made as of the 20th day of November, 2008 (the "Effective Date"), by and between 415 Congress Street Properties, LP, a Maine Limited Partnership (hereinafter referred to as "Landlord"), and A Company of Girls, (hereinafter referred to as "Tenant").

Witnesseth:

- 1. <u>Leased Premises</u>. In consideration of the rent to be paid by Tenant and subject to the terms and conditions set forth herein, Landlord leases to Tenant, the following described premises (the "Leased Premises"):
 - (a) Suite 111 at the building located at 415 Congress Street, Portland, Maine, which includes approximately 2,200 combined square feet of ground floor space and 2nd floor mezzanine space and the basement space below.
 - 2. Commencement and Term.
 - (a) <u>Commencement Date</u>. This Lease shall be in full force and effect from <u>December 1</u>, 2008
 - (b) <u>Term.</u> The term of the Lease shall commence on the Commencement Date and shall continue, unless earlier terminated as otherwise provided in this Lease, for a period ending <u>November 30, 2010</u> (the "Term").
- 3. Rent. Tenant covenants and agrees to pay to Landlord during the Term Base Rent and Additional Rent (Base Rent and Additional Rent being sometime collectively referred to as "Rent") as follows:
 - (a) <u>Base Rent</u>. Tenant covenants and agrees to pay to Landlord during the Term, Annual Base Rent of **\$19.800**, which shall be paid on the first of each month in equal monthly installments of **\$1,650**.
 - (b) Additional Rent. All other fees, charges, expenses, or costs for which Tenant may be or become liable under this Lease shall be owed as Additional Rent under this Lease and shall become due and payable in full thirty (30) days after Landlord's written demand therefor.
 - (c) <u>Interest</u>. Rent due under this Lease, if not timely paid on the due date thereof, shall incur, and Tenant shall be responsible for, interest on such sums at the rate of 12% per annum from the due date thereof until paid.
 - (d) <u>Late Charges</u>. Tenant agrees to pay as Additional Rent a late charge equal to four percent (4.00%) of the amount not paid, for any payment of Base Rent or Additional Rent (as hereinafter defined) not received by Landlord within ten (10) days after the date when due hereunder.
 - (e) No Offset. The obligation of Tenant to pay Base Rent and Additional Rent under this Lease is absolute and independent of all other obligations of the parties to this Lease and Tenant shall not be entitled to offset Base Rent or Additional Rent due by any claim Tenant may have against Landlord.
- 4. <u>Holdover</u>. If the Tenant continues to occupy the Leased Premises at the completion of the Lease Term, such continued occupancy shall be deemed a tenancy at will under the terms and conditions stated herein and shall be subject to a base rental per month, or any part thereof,

PORT: 512666.5 ss/tms/mainelease.draft.1.30.04

the Leased Premises.

- (j) <u>Counterparts</u>. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, and together shall constitute one and the same instrument. Each counterpart may consist of a number of copies hereof each signed by less than all, but together signed by all, of the parties hereto.
- (k) Obligations of Landlord Parties. The term "Landlord," as used herein, shall mean only the owner of the Building or of a lease of the Building, at the time in question, so that in the event of any transfer or transfers of title to the Building and the Land, or of Landlord's interest in a lease of the Building, the transferor shall be and hereby is relieved and freed of all obligations of Landlord under this Lease for which payment or performance is due on or after the effective date of such transfer. No such transfer of title to the Building shall be effective to relieve and free Landlord of and from any obligations of Landlord under this Lease for which payment or performance is due on or after the effective date of such transfer until both of the following events occur. (i) Landlord provides Tenant with prior written notice of such transfer or assignment and (ii) the transferee provides Tenant with an express written assumption, reasonably satisfactory to Tenant, of all obligations of Landlord thereafter to become due under the Lease
- (I) JURY TRIAL WAIVER. LANDLORD AND TENANT HEREBY WAIVE TRIAL BY JURY IN ANY ACTION, PROCEEDING OR COUNTERCLAIM BROUGHT BY EITHER AGAINST THE OTHER ON ANY MATTER WHATSOEVER ARISING OUT OF OR IN ANY WAY CONNECTED WITH THIS LEASE, THE RELATIONSHIP OF LANDLORD AND TENANT, TENANT'S USE OR OCCUPANCY OF THE LEASED PREMISES, INCLUDING ANY CLAIM OF INJURY OR DAMAGE, OR ANY EMERGENCY OR OTHER STATUTORY REMEDY WITH RESPECT THERETO. TENANT FURTHER WAIVES TO THE MAXIMUM EXTENT PERMITTED BY LAW ALL RIGHT TO A TRIAL DE NOVO IN SUPERIOR COURT OR REMOVAL THERETO IN THE EVENT LANDLORD COMMENCES ON AN ACTION OR SUMMARY PROCEEDING AGAINST TENANT OR WITH RESPECT TO THE LEASED PREMISES IN DISTRICT COURT.

In Witness Whereof, the parties have caused this Lease to be executed as of the day and year first above recited.

AE Common Church Donnertine 11

Canalia Guerniala Witness	By: A Company of Girls
Witness	By:



TO: Building Inspections Division

RE: Change of Use for 415 Congress Street, Suite 111

DATE: November 25, 2008

This information is intended to supplement the request of a Company of Girls to change the permitted use of the premises it intends to lease at 415 Congress Street, specifically Suite 111, consisting of approximately 2,200 square feet combined on first and mezzanine floors. Our intended use would fit within Sec. 14-217 (b)(1)a. xvi, as a performing arts studio-type use that would allow for public, pedestrian observation from the adjacent sidewalk on Congress Street.

A Company of Girls is a nationally recognized, award-winning nonprofit afterschool program for girls ages 8-18. Our program involves a variety of visual and theater arts creation and performance. At any given time, the girls might be engaged in painting, print-making, dance exercises or theater rehearsals and games. These activities would take place principally, if not exclusively, in the large open space on the ground floor visible through the large windows on both the Congress Street and Chestnut Street sides. One of our primary objectives in leasing this space is to obtain maximum visibility for our programs, and we intend to keep the large windows undraped and unobstructed as much as possible. We will not be putting any of our desks or other large pieces of furniture in the 20 feet or so of space nearest the front windows. Likewise, we intend to place our offices in very back of the space in areas not visible from the adjacent sidewalks, and most of our storage will be in those back offices or the basement. (Areas we contemplate using for office or storage use are marked on the accompanying floorplan).

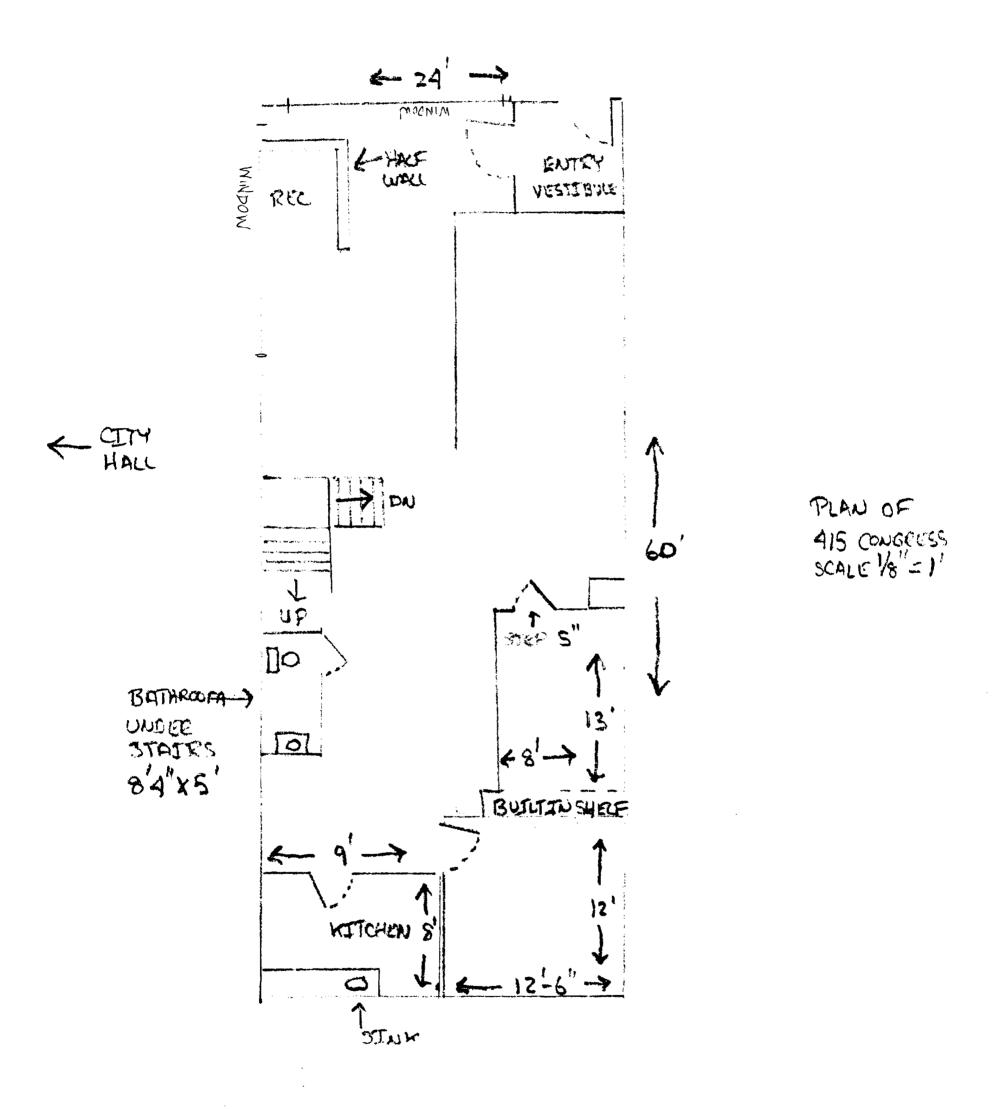
We appreciate the City's consideration of our request and look forward to being able to add to this area of Congress Street, a ground-floor use that will generate pedestrian interest in and enthusiasm for the high quality art produced and performed by A Company of Girls.

Jane Makela, Board President

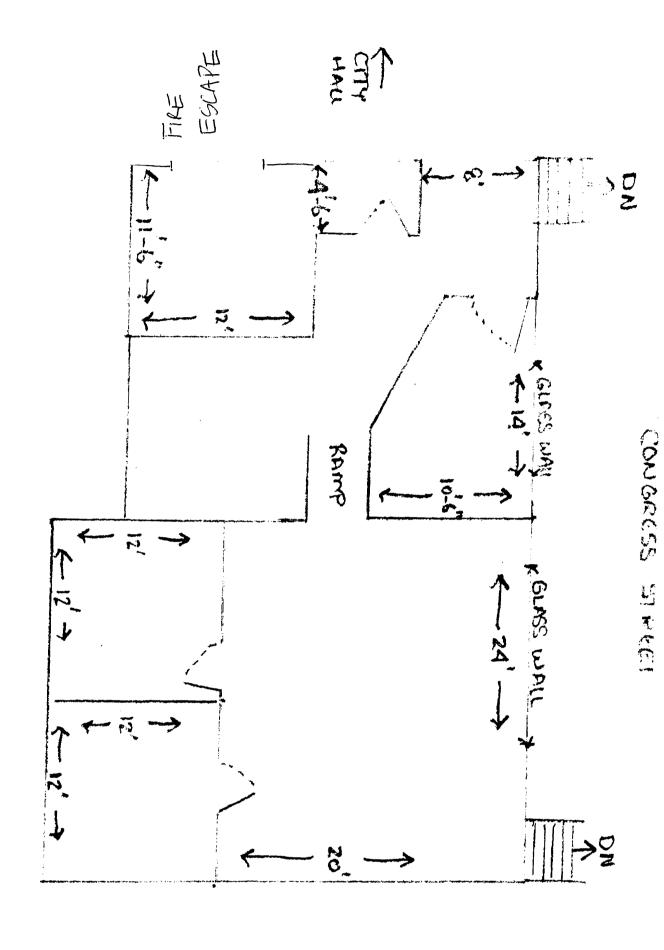
A Company of Girls

P.O. Box 7527, Portland, ME 04112 (207) 874-2107 WWW.acompanyofgirls.org

A Company of Girls seeks to strengthen and empower youth e- the community through the arts

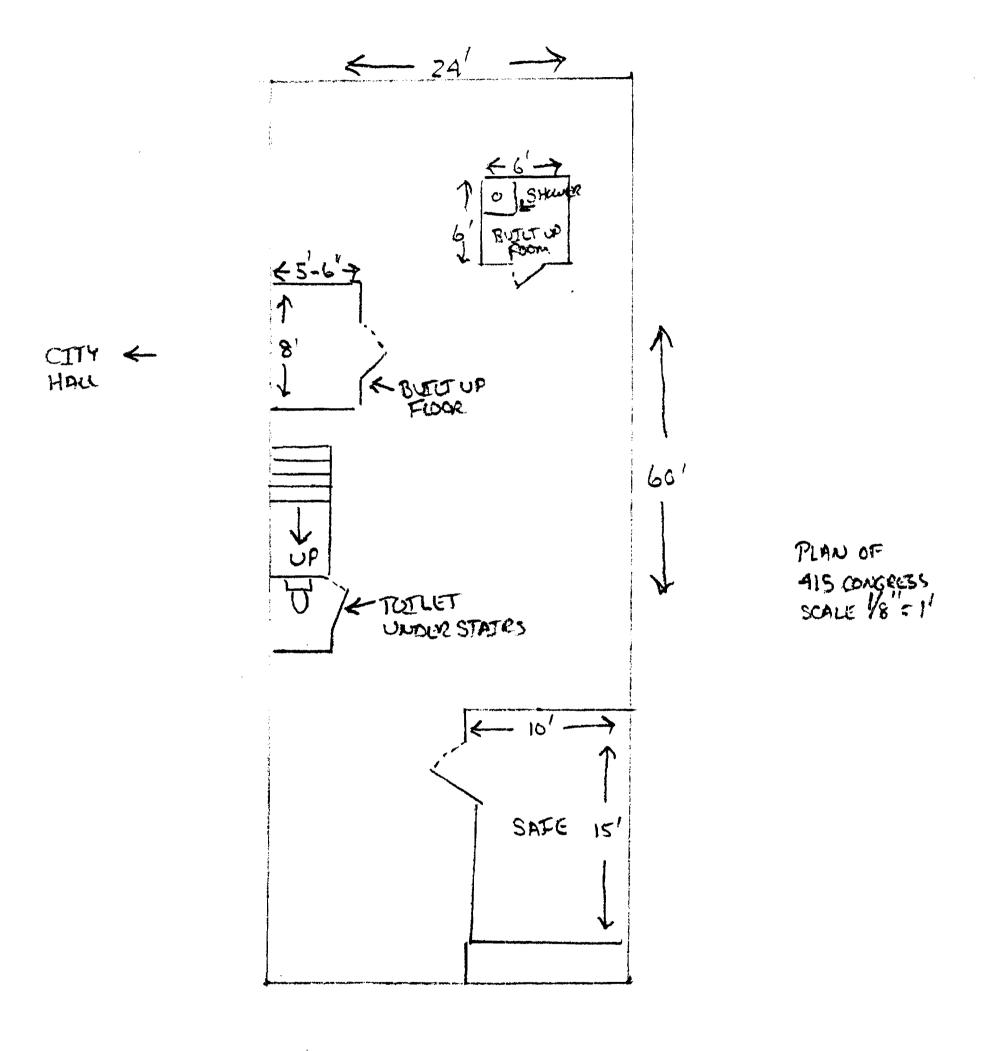


1ST FLOOR



2nd FLOOR MEZZANJUE

PLAN OF 415 CONGRESS SCALE 1/8"=1"



BASE MOUT

CODE REVIEW: IBC, 2003 :

USE & OCCUPANCY CLASSIFICATION: EXISTING = B, PROPOSED = B (OTHER CLASSIFICATIONS DO NOT FIT WITH A COMPANY OF GIRLS USE).

NUMBER OF EXITS PER FLOOR: EXISTING: 2, SECOND MEANS IS THROUGH AN EGRESS WINDOW (CLEAR OPENING= 6.0 S.F.) AT THE STAIR LANDING ON THE SECOND FLOOR; PROPOSED: 2, SECOND MEANS IS THROUGH AN EGRESS WINDOW (CLEAR OPENING= 6.0 S.F.) AT THE STAIR LANDING ON THE SECOND FLOOR.

FIRE SEPARATIONS: 1 HOUR BETWEEN BASEMENT AND FIRST FLOOR, 2 HOURS BETWEEN THIS OCCUPANCY AND THE AD IACENT OCCUPANCY IN 415 CONCRESS

OCCUPANT LOAD: EXISTING B = 100 S.F. PER PERSON = 18 TOTAL FOR BOTH FLOORS; PROPOSED OCCUPANT LOAD FOR A COMPANY OF GIRLS= 49 TOTAL FOR BOTH FLOORS. SEE INDIVIDUAL ROOMS ON PLANS FOR A DESCRIPTION OF ACTIVITIES AND THE PROPOSED OCCUPANT LOAD IN EACH ROOM.

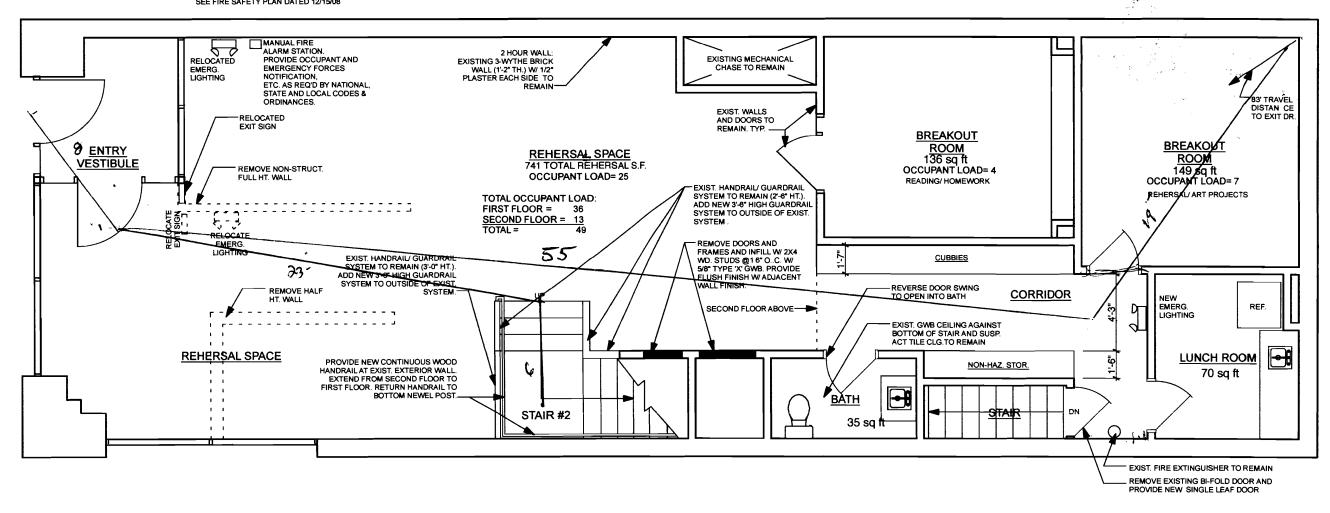
NOTE: SEE FIRE SAFETY PLAN DATED 12/15/08 CODE REVIEW: NFPA 101, 2006:

USE & OCCUPANCY CLASSIFICATION: EXISTING = B, PROPOSED = B (INSTRUCTIONAL BUILDING, CLASSROOMS UNDER 50 PEOPLE)

NUMBER OF EXITS PER FLOOR: EXISTING: 2, SECOND MEANS IS THROUGH AN EGRESS WINDOW (CLEAR OPENING= 6.0 S.F.) AT THE STAIR LANDING ON THE SECOND FLOOR; PROPOSED: 2, SECOND MEANS IS THROUGH AN EGRESS WINDOW (CLEAR OPENING= 6.0 S.F.) AT THE STAIR LANDING ON THE SECOND FLOOR.

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Proposed First Floor

3/16" = 1'-0'

SPOT Architecture
138 Pleasant Ave.
Portland, Maine 04103
207-221-2656
michael@spotarchitecture.com

Project:

Renovations to 411 Congress Street

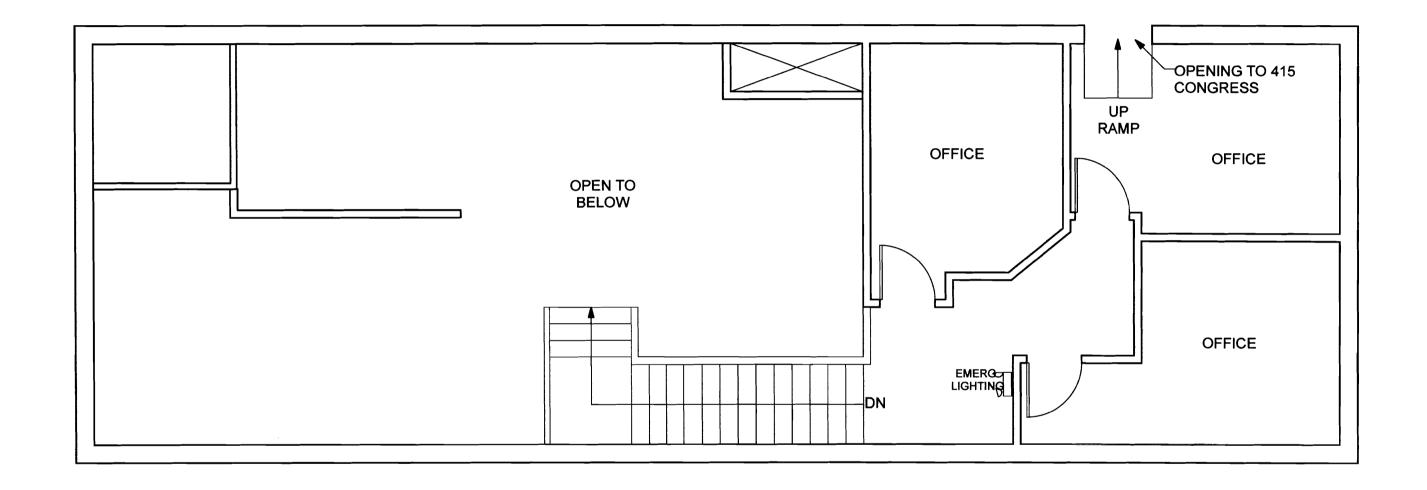
A Company of Girls

411 Congress Street Portland, ME

Drawing: Proposed First Floor

Scale: Drawn by: MJC

Date: December 10, 2008 Revised:



Existing Second Floor

3/16" = 1'-0"

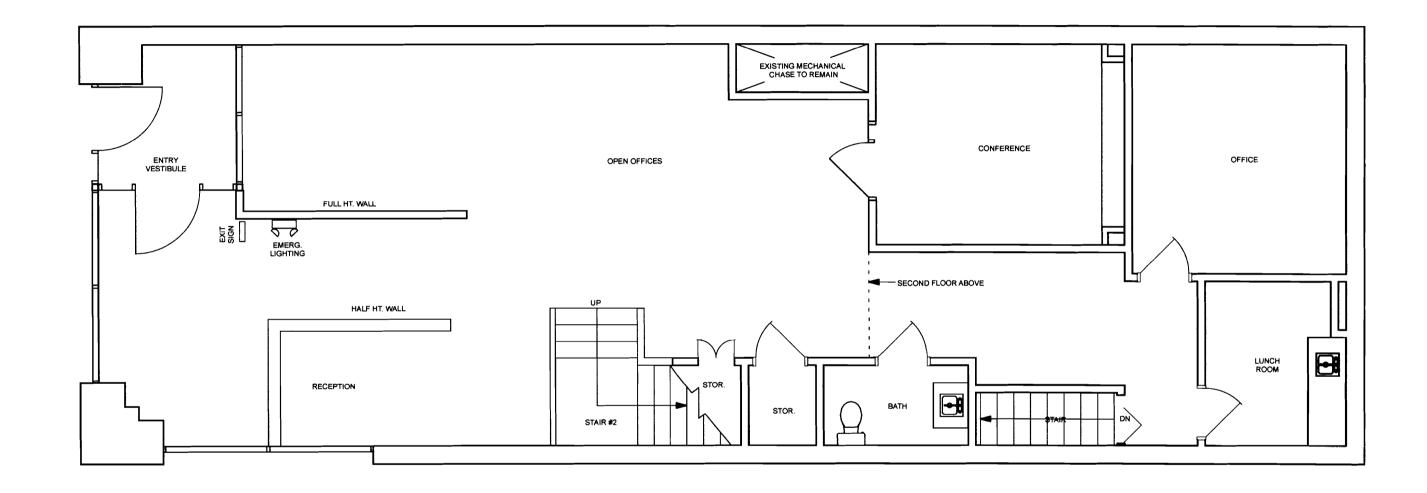
SPOT Architecture 138 Pleasant Ave. Portland, Maine 04103 207-221-2656 michael@spotarchitecture.com

Project: Renovations to 411 Congress Street

A Company of Girls 411 Congress Street Portland, ME

Existing Second Floor Drawing:

Scale: Drawn by: MJC Revised: December 10, 2008 Date:





Existing First Floor

SCALE: 3/16" = 1'-0"

SPOT Architecture
138 Pleasant Ave.
Portland, Maine 04103
207-221-2656
michael@spotarchitecture.com

Project:

Portland, ME

Renovations to 411 Congress Street

A Company of Girls 411 Congress Street Prawing:

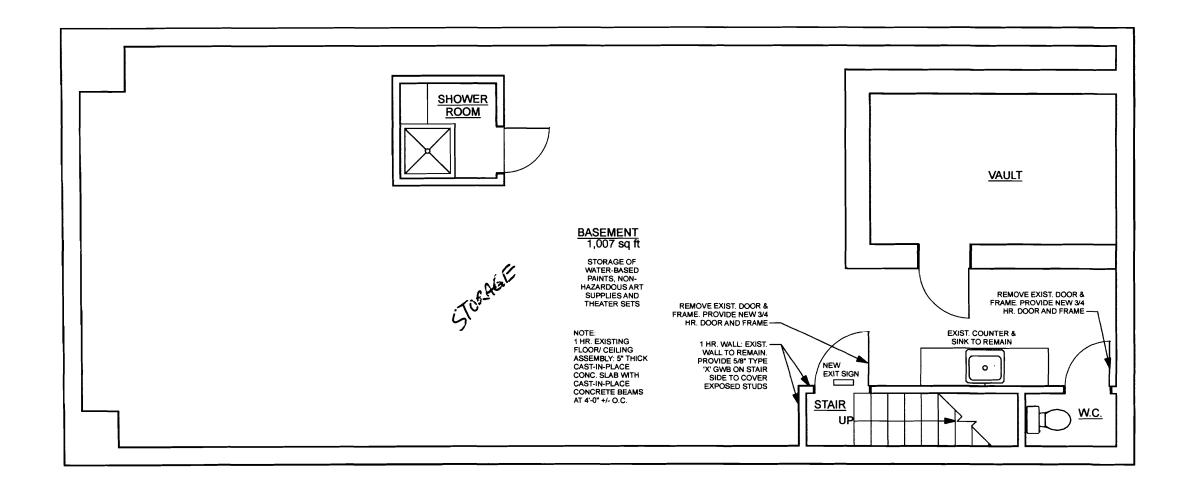
Existing First Floor

Scale:

Drawn by: MJC

Revised:

Date: December 10, 2008



Date:



Existing & Proposed Basement SCALE: 3/16" = 1'-0"



SPOT Architecture 138 Pleasant Ave. Portland, Maine 04103 207-221-2656 michael@spotarchitecture.com Project:

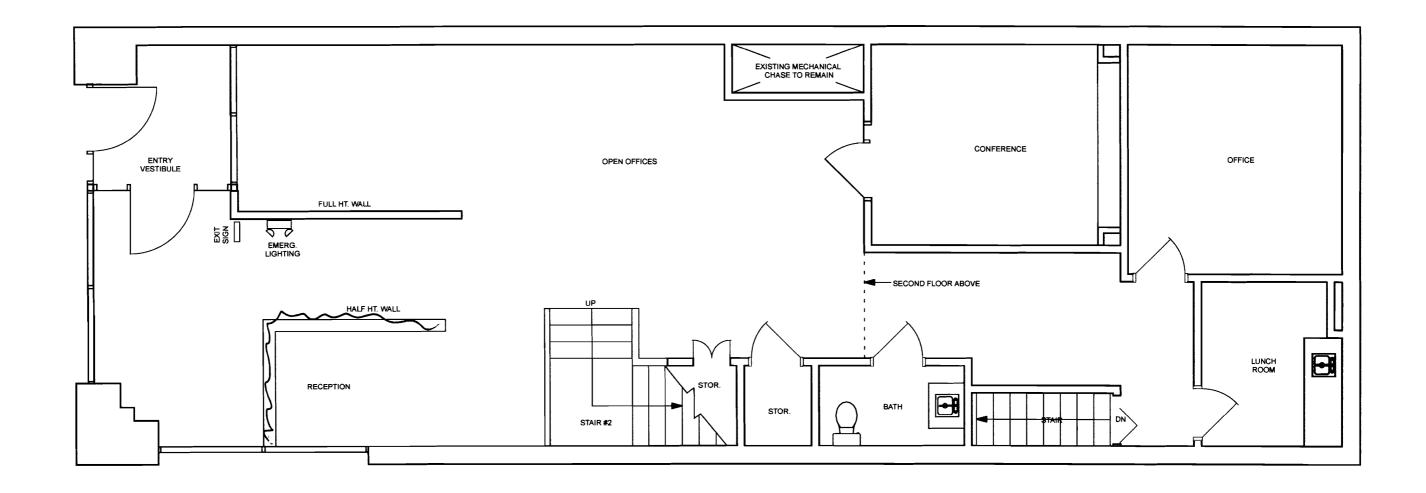
Renovations to 411 Congress Street

A Company of Girls 411 Congress Street Portland, ME

Existing & Proposed Basement Drawing:

Scale: Drawn by: MJC December 10, 2008

Revised:





Existing First Floor SCALE: 3/16" = 1'-0"

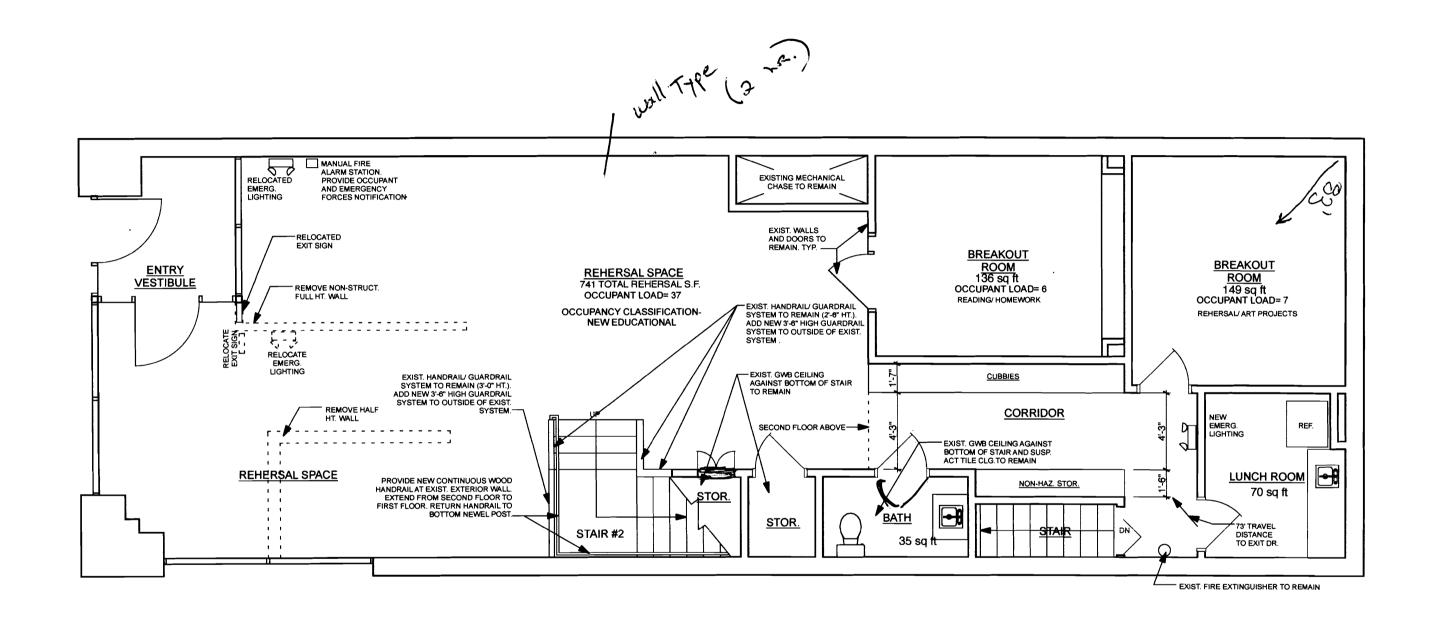
SPOT Architecture 138 Pleasant Ave. Portland, Maine 04103 207-221-2656 michael@spotarchitecture.com

Renovations to 411 Congress Street

A Company of Girls 411 Congress Street Portland, ME

Existing First Floor Drawing:

Scale: Drawn by: MJC Revised: December 10, 2008 Date:



Proposed First Floor

Portland, ME

3/16" = 1'-0"

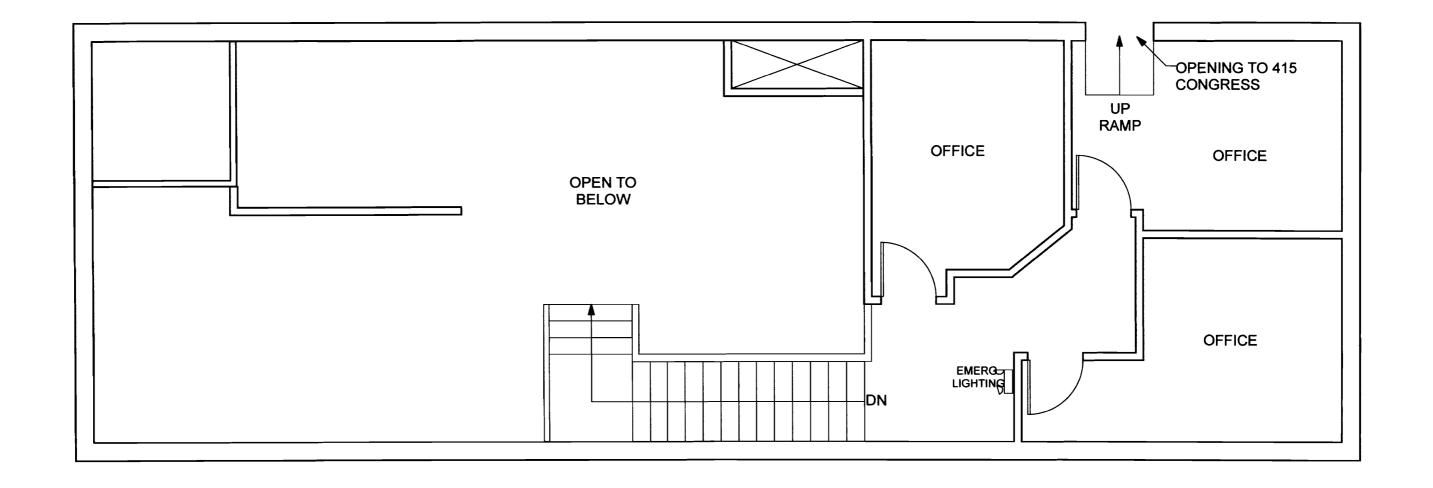
SPOT Architecture
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Portland, Maine 04103
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michael@spotarchitecture.com

Project:
Renovations to 411 Congress Street
A Company of Girls
411 Congress Street

Drawing: Proposed First Floor

Scale: Drawn by: MJC

Date: December 10, 2008 Revised:



Existing Second Floor

3/16" = 1'-0"

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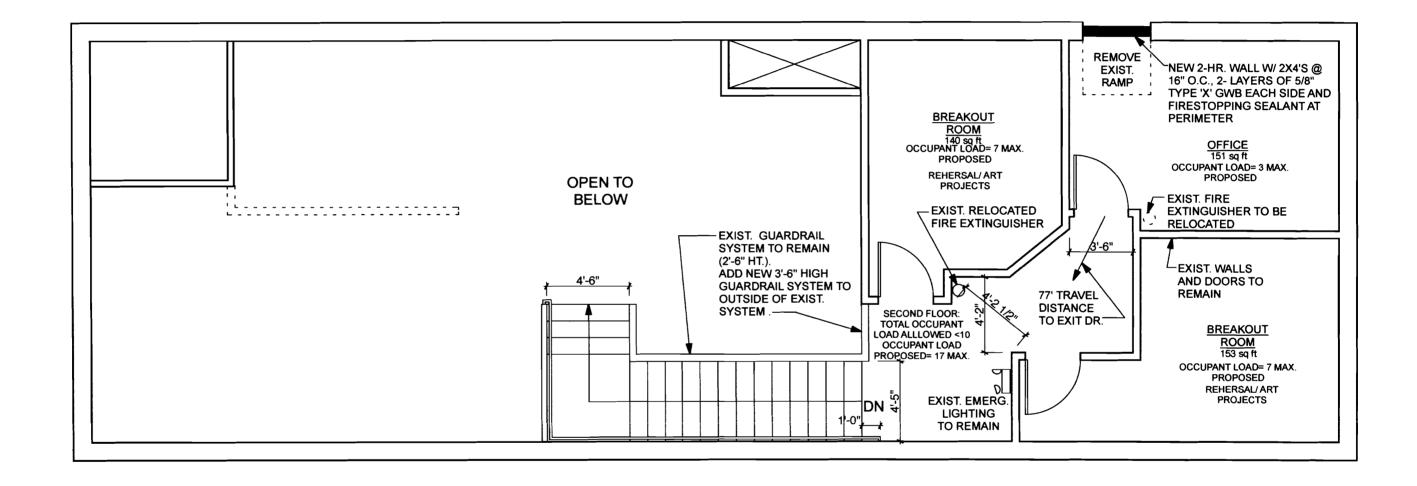
Project:

Renovations to 411 Congress Street

A Company of Girls 411 Congress Street Portland, ME **Drawing:** Existing Second Floor

Scale: Drawn by: MJC

Date: December 10, 2008 Revised:



Proposed Second Floor

Portland, ME

3/16" = 1'-0"

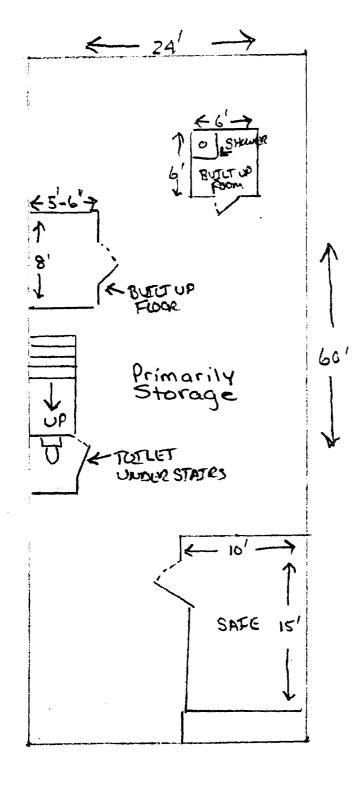
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Renovations to 411 Congress Street
A Company of Girls
411 Congress Street

Drawing: Proposed Second Floor

Scale: Drawn by: MJC

Date: December 10, 2008 Revised:

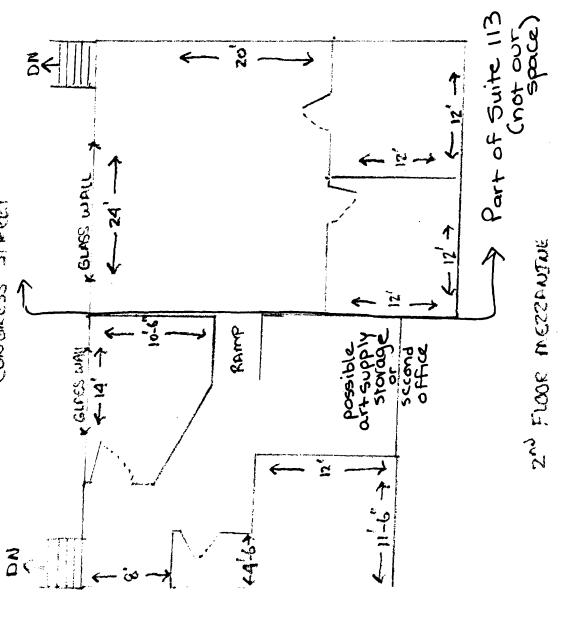


HAU

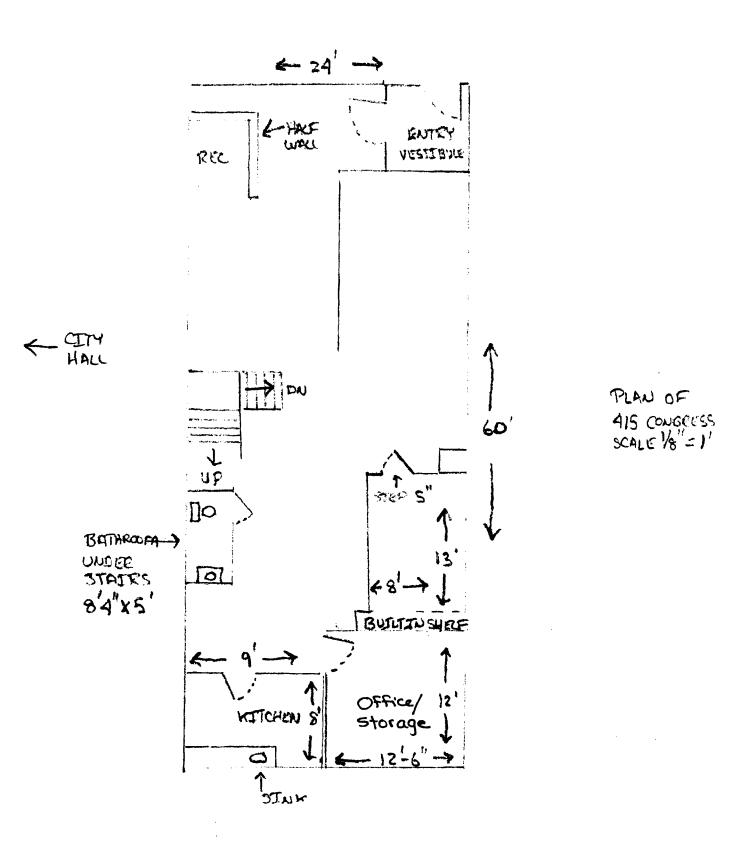
PLAN OF 415 CONGRESS SCALE 18"=1"

BASE MEUT

PLAN OF 415 CONGRESS SCALE 1/8"=1'



18 3



1ST FLOOR