



Permitting and Inspections Department  
Michael A. Russell, MS, Director

Reviewed for Code Compliance  
Permitting and Inspections Department  
Approved with Conditions

11/27/2018

## Commercial Interior Alteration Checklist

(Including change of use, tenant fit-up\*, amendment and/or interior demolition)

All applications shall be submitted online via the Citizen Self Service portal. Refer to the attached documents for complete instructions. The following items shall be submitted (please check and submit all items):

- Commercial Interior Alterations Checklist** (this form)
- 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](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](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: Soden MacAvoy Project Address: 21 Chestnut St. #503

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: New ownership of existing residential condo; non-structural interior renovation.

**Contact Information:**

Design Professional:

Carol Morrissette

Signature

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

Name: Carol Morrissette

Address: 21 Chestnut St. #506

Portland, ME 04101

Phone: 207-671-7965

Maine Registration #: 3769

Owner:

Francis MacAvoy and Laura Soden-MacAvoy

Signature

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

Name: Francis MacAvoy and Laura Soden-Macavoy

Address: 21 Chestnut St. #503

Portland, ME 04101

Phone: \_\_\_\_\_



11/27/2018

## Warranty Deed (Maine Statutory Short Form)

DLN: 1001840034571

KNOW ALL PERSONS BY THESE PRESENTS THAT, I, Charlotte Fullam, with a mailing address of 1002 Colcord Pond Road, Porter, Maine 04068, for valuable consideration paid, by Francis E. MacAvoy and Laura M. Soden-MacAvoy, with a mailing address of 687 Trout Pond Road, Keeseville, New York 12944, the receipt and sufficiency whereof is hereby acknowledged, do hereby GIVE, GRANT, BARGAIN, SELL AND CONVEY, unto the said Francis E. MacAvoy and Laura M. Soden-MacAvoy, their heirs and assigns, with **WARRANTY COVENANTS**, as joint tenants, a certain lot or parcel of real property, with the buildings thereon, situated in the City of Portland, County of Cumberland, State of Maine, bounded and described as follows:

### PROPERTY DESCRIBED IN "EXHIBIT A" ATTACHED HERETO AND MADE A PART HEREOF

Meaning and intending to convey the premises conveyed to Charlotte Fullam by virtue of a deed from Chestnut Street Lofts, LLC, dated October 24, 2007 and recorded in the Cumberland County Registry of Deeds at Book 25568, Page 319.

The premises are conveyed together with and subject to any and all easements or appurtenances of record, insofar as the same are in force and applicable.

Witness my hand and seal this 3<sup>rd</sup> day of August, 2018.

[Signature]  
WITNESS

[Signature]  
Charlotte Fullam

### STATE OF MAINE COUNTY OF CUMBERLAND

Personally appeared before me on this 3<sup>rd</sup> day of August, 2018 the above named Charlotte Fullam and acknowledged the foregoing instrument to be her free act and deed.

[Signature]  
Notary Public/Attorney At Law

Carly S. Joyce  
Print Name

Carly S. Joyce  
State of Maine  
Attorney At Law  
Bar #9659



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## EXHIBIT A

Unit 5NW of Chestnut Street Lofts Condominium located on Chestnut Street and Cumberland Avenue in the City of Portland, County of Cumberland and State of Maine as more particularly described in the Declaration of Condominium of Chestnut Street Lofts Condominium dated April 26, 2006 and recorded in the Cumberland County Registry of Deeds in Book 23954, Page 257 (The "Declaration"), as shown on the Plats and Plans incorporated into said Declaration and recorded in said Registry of Deeds in Plan Book 206, Pages 297 through 305, together with said Unit's percentage interests in common elements and vote in the Chestnut Street Lofts Condominium, all as more particularly set forth in the Declaration.

This conveyance is made subject to the Declaration, as may be amended from time to time, and to all easements and encumbrances of record.