



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

## Non-Water Based Fire Suppression System Permit Application

A permit is required for non-water based fire suppression systems. Full-sized plans and details in PDF format and this application form shall be submitted to [permitting@portlandmaine.gov](mailto:permitting@portlandmaine.gov). Prior to acceptance of any fire protection system, a complete commissioning and acceptance test must be coordinated with all fire system contractors and the Fire Department, and proper documentation of such test(s) provided. All installations must comply with NFPA and the Fire Department Technical Standards.

Construction Address: 100 Middle Street

Tax Assessor's CBL: 029 006 001  
Chart # Block # Lot #

Cost of work: 1800.00

Exact location (within structure): Kitchen

Type of occupancy (NFPA & ICC): NFPA 17A

Building Owner: Middle Street Cafe

Managing Supervisor: Leon Pride

Supervisor phone: 207-889-5941 Supervisor email: pride.leon@yahoo.com

Installing Contractor: Cintas Fire Protection License No.:

Contractor phone: 603-717-7300 Contractor email: quinnj@cintas.com

The suppression work to be done will be:

New  Renovation  Addition to existing system

Is this an amendment to an existing permit?  Yes, Permit No.:   No

System type: Ansul R-102

NFPA Standard\*: 17A Edition: 2009

Name of person to contact when permit is ready: John Quinn

Address: 79 Dow Road

City, State & Zip: Bow, NH 03304

Phone: 603-717-7300 Email: quinnj@cintas.com

Separate permits are required for internal and external plumbing and electrical installations. For questions on Fire Department requirements, call the Fire Prevention Officer at (207) 874-8405.



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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](mailto: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](mailto: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





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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](http://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: \_\_\_\_\_

JOHN GUIND

Date: 02/09/2018

I have provided electronic copies and sent them on:

Date: 02/09/2018

**NOTE:** All electronic paperwork must be delivered to [permitting@portlandmaine.gov](mailto: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.**