

Acknowledgment of Code Compliance Responsibility- Fast Track Project



I, MATTHEW CYR am the owner or duly authorized owner's agent of the property listed below
Print Legal Name

300 FORE STREET, PORTLAND MAINE 04101
Physical Address

I am seeking a permit for the construction or installation of:

EXISTING BUILDING RENOVATIONS, FURNITURE REPLACEMENT,
AND THE FITOUT OF (3) NEW OFFICE SPACES.
Proposed Project Description

I understand that the permits obtained pursuant to this acknowledgement of code compliance responsibility will be in my name and that I am acting as the **general contractor** for this project. I accept full responsibility for the work performed.

I am submitting for a permit authorized by the State of Maine Uniform Building and Energy Code (MUBEC), Fuel Board Laws and Rules and all locally adopted codes and standards applying to Plumbing, Electrical, Fire Prevention and Protection in anticipation of having it approved or approved with conditions. I have read the following statement and understand that **failure to comply with all conditions once construction is begun may necessitate an immediate work stoppage until such time as compliance with the stipulated conditions is attained.** I certify that I have made a diligent inquiry regarding the need for concurrent state or federal permits to engage in the work requested under this building permit, and no such permits are required or I will have obtained the required permits prior to issuance of this permit. I understand that the granting of this permit shall not be construed as satisfying the requirements of other applicable Federal, State or Local laws or regulations, including City of Portland historic preservation requirements, if applicable. I understand and agree that this permit does not authorize the violation of regulations.

In addition, I understand and agree that this building permit does not authorize the violation of the **12 M.R.S. § 12801 et seq. - Endangered Species.**

I certify under penalty of perjury and under the laws of the State of Maine the foregoing is true and correct. I further certify that all easements, deed restrictions, or other encumbrances restricting the use of the property are shown on the site plans submitted with this application.

I hereby apply for a permit as a OWNER'S AGENT of the below listed property and by so doing will assume
Owner or Owner's Agent
responsibility for compliance with all applicable codes, bylaws, rules and regulations.

I further understand that it is my responsibility to schedule inspections of the work as required and that the City's inspections will, at that time, check the work for code compliance. The City's inspectors may require modifications to the work completed if it does not meet applicable codes. MC INITIAL HERE

Sign Here: Matthew Cyr
Owner or Owner's Authorized Agent

Date: 7/29/13

PLEASE ALSO FILL OUT AND SIGN SECOND PAGE

Acknowledgment of Code Compliance Responsibility- Fast Track Project



OFFICE USE ONLY

PERMIT # _____

CBL # _____

THIS PROJECT IS ELIGIBLE FOR FAST TRACK PERMITTING BECAUSE IT IS IN THE FOLLOWING CATEGORY/CATEGORIES (CHECK ALL THAT APPLY):

- One/Two Family Renovations/ Rehabilitations with greater than 50% of the livable area (bearing the seal of a licensed design professional stating code compliance)
- One/Two Family Swimming Pools, Spas or Hot Tubs
- One/Two Family Decks, Stairs and Porches (attached or detached) First Floor Only
- One/Two Family Detached One Story Structures (garages, sheds, etc.) under 600sf
- One/Two Family Change of Use Only (no construction)
- One/Two Family Renovation/Rehabilitation (of less than 50% of the livable area of the building)
- One/Two Family HVAC (including direct replacement of boilers and furnaces)
- Attached One /Two Family Garages
- Interior office renovations w/ no change of use (no expansions; no site work; bearing the seal of a licensed design professional stating code compliance)
- Commercial HVAC systems (with structural and mechanical plans bearing the seal of a licensed design professional stating code compliance)
- Commercial Boilers/Furnaces
- Commercial Signs or Awnings
- Exterior Propane Tanks
- Residential or Commercial Subsurface Waste Water Systems (No Rule Variance)
- Renewal of Outdoor Dining Areas
- Temporary Outdoor Tents and Stages for Non-assembly Uses
- Fire Suppression Systems (Both non-water and water based installations)
- New *Sprinklered* Single Family Homes (bearing the seal of a licensed design professional stating code compliance) – **MUST STILL RECEIVE LEVEL 1 SITE PLAN APPROVAL FROM PLANNING**

Sign Here: Matthew Coy
Owner or Owner's Authorized Agent

Date: 7/29/13



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Jeff Levine, AICP, Director
Director of Planning and Urban Development

Tammy Munson
Director, Inspections Division

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.
- I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature:

Matthew Cyr

Date: 7/29/13

I have provided digital copies and sent them on:

Date: 7/29/13

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.

Room 315 - 389 Congress Street- Portland, Maine 04101 (207) 874-8703 - Fax: 874-8716 - TTY: 874-8936



New Commercial 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
- Foundation plans with rebar specifications and required drainage and damp proofing (if applicable)
- Detail egress requirements and fire separations
- Insulation R-factors of walls, ceilings, floors and U-factors of windows as per the IECC 2009
- Complete the Accessibility Certificate and The Certificate of Design
- A statement of special inspections as required per the IBC 2009
- Complete electrical and plumbing layout.
- Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment (air handling) or other types of work that may require special review.
- 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.

Separate permits are required for internal & external plumbing, HVAC and electrical installations.

Nine (9) copies of the minor (< 10,000 sf) or major (> 10,000 sf) site plan application is required that includes:

- A stamped boundary survey to scale showing north arrow, zoning district and setbacks to a scale of $\geq 1" = 20'$ on paper $\geq 11" \times 17"$
- The shape and dimension of the lot, footprint of the proposed structure and the distance from the actual property lines. Photocopies of the plat or hand draw footprints not to scale will not be accepted.
- Location and dimensions of parking areas and driveways, street spaces and building frontage
- Finish floor or sill elevation (based on mean sea level datum)
- Location and size of both existing utilities in the street and the proposed utilities serving the building
- Existing and proposed grade contours
- Silt fence (erosion control) locations

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.

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: <u>300 FORE STREET</u>		
Total Square Footage of Proposed Structure:		<u>19,000 SF</u>
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>029 K 00601A</u>	Applicant Name: <u>MATTHEW CYR</u> Address <u>15 FRANKLIN STREET</u> City, State & Zip <u>PORTLAND, ME 04101</u>	Telephone: <u>207-232-2187</u> Email: <u>MCYR@CONSIGLI.COM</u>
Lessee/Owner Name : <u>JANNA MERRITT</u> (if different than applicant) Address: <u>300 FORE STREET</u> City, State & Zip: <u>PORTLAND, ME 04101</u> Telephone & E-mail: <u>207-553-8274</u> <u>JMERRITT@CIEE.ORG</u>	Contractor Name: (if different from Applicant) Address: City, State & Zip: Telephone & E-mail:	Cost Of Work: <u>\$ 183,590.00</u> C of O Fee: \$ <u>75.00</u> Historic Rev \$ _____ Total Fees : \$ <u>1,930.90</u>
Current use (i.e. single family) <u>OFFICE BUILDING</u>		
If vacant, what was the previous use? <u>N/A</u>		
Proposed Specific use: <u>OFFICE BUILDING</u>		
Is property part of a subdivision? <u>N</u> If yes, please name _____		
Project description: <u>EXISTING BUILDING RENOVATIONS, FURNITURE REPLACEMENT, AND THE ADDITION/FITOUT OF (3) NEW ROOMS.</u>		
Who should we contact when the permit is ready: <u>MATTHEW CYR / CONSIGLI CONSTRUCTION</u>		
Address: <u>15 FRANKLIN STREET</u>		
City, State & Zip: <u>PORTLAND, ME 04101</u>		
E-mail Address: <u>MCYR@CONSIGLI.COM</u>		
Telephone: <u>207-232-2187</u>		

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: <u>Matthew Cyr</u>	Date: <u>7/29/13</u>
-------------------------------	----------------------

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



Certificate of Design Application

From Designer:

John Charette, AIA

Date:

07/29/13

Job Name:

CIEE Headquarters Renovation

Address of Construction:

300 Fore Street

2009 International Building Code

Construction project was designed to the building code criteria listed below:

Building Code & Year IEBC/IBC 200 Use Group Classification (s) B

Type of Construction 2B

Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2009 IRC Yes

Is the Structure mixed use? Yes If yes, separated or non separated or non separated (section 302.3) _____

Supervisory alarm System? Yes Geotechnical/Soils report required? (See Section 1802.2) No

Structural Design Calculations

N/A Submitted for all structural members (106.1 – 106.11)

Design Loads on Construction Documents (1603)

Uniformly distributed floor live loads (7603.11, 1807)

Floor Area Use	Loads Shown
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Wind loads (1603.1.4, 1609)

- _____ Design option utilized (1609.1.1, 1609.6)
- _____ Basic wind speed (1809.3)
- _____ Building category and wind importance Factor, w table 1604.5, 1609.5)
- _____ Wind exposure category (1609.4)
- _____ Internal pressure coefficient (ASCE 7)
- _____ Component and cladding pressures (1609.1.1, 1609.6.2.2)
- _____ Main force wind pressures (7603.1.1, 1609.6.2.1)

Earth design data (1603.1.5, 1614-1623)

- _____ Design option utilized (1614.1)
- _____ Seismic use group ("Category")
- _____ Spectral response coefficients, S_D & S_{D1} (1615.1)
- _____ Site class (1615.1.5)

- _____ Live load reduction
- _____ Roof *live* loads (1603.1.2, 1607.11)
- _____ Roof snow loads (1603.7.3, 1608)
- _____ Ground snow load, P_g (1608.2)
- _____ If $P_g > 10$ psf, flat-roof snow load p_f
- _____ If $P_g > 10$ psf, snow exposure factor, C_e
- _____ If $P_g > 10$ psf, snow load importance factor, I_s
- _____ Roof thermal factor, C_t (1608.4)
- _____ Sloped roof snowload, P_s (1608.4)
- _____ Seismic design category (1616.3)
- _____ Basic seismic force resisting system (1617.6.2)
- _____ Response modification coefficient, R and deflection amplification factor C_d (1617.6.2)
- _____ Analysis procedure (1616.6, 1617.5)
- _____ Design base shear (1617.4, 16175.5.1)

Flood loads (1803.1.6, 1612)

- _____ Flood Hazard area (1612.3)
- _____ Elevation of structure

Other loads

- _____ Concentrated loads (1607.4)
- _____ Partition loads (1607.5)
- _____ Misc. loads (Table 1607.8, 1607.6.1, 1607.7, 1607.12, 1607.13, 1610, 1611, 2404)




Accessibility Building Code Certificate

Designer: John Charette, AIA

Address of Project: 300 Fore Street

Nature of Project: Existing building renovations, furniture replacement and
adding 3 new rooms on the 4th floor.

The technical submissions covering the proposed construction work as described above have been designed in compliance with applicable referenced standards found in the Maine Human Rights Law and Federal Americans with Disability Act. Residential Buildings with 4 units or more must conform to the Federal Fair Housing Accessibility Standards. Please provide proof of compliance if applicable.

Signature: 

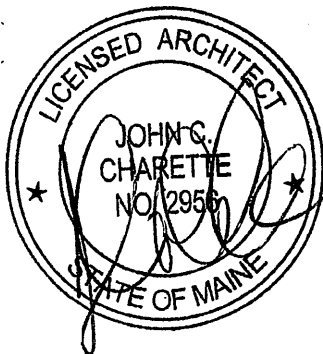
Title: Principal

Firm: Charette Design

Address: 41 York Street
Portland, Maine 04101

Phone: 207-831-7757

(SEAL



For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov



Certificate of Design

Date: 07/29/13


From: John Charette

These plans and / or specifications covering construction work on:

300 Fore Street, CIEE Headquarters renovations consisting of basement, second floor

and fourth floors including furniture replacement.

Have been designed and drawn up by the undersigned, a Maine registered Architect / Engineer according to the **2009 International Building Code** and local amendments.

Signature: 

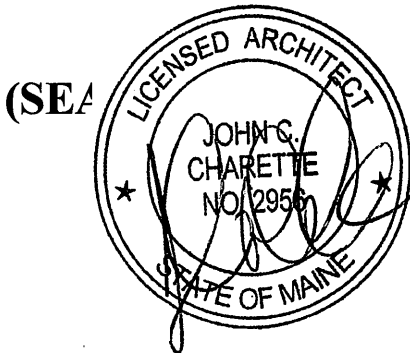
Title: Principal

Firm: Charette Design

Address: 41 York Street

Portland, Maine 04101

Phone: 207-831-7757



For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov



JOHN CHARETTE
207.831.7757
john@charette-design.com
41 York Street
Portland, ME 04101
charette-design.com

July 29th, 2013

Inspection Services
C/O Tammy Munson, Division Director
389 Congress Street
Room 308
Portland Maine 04101

Dear Tammy

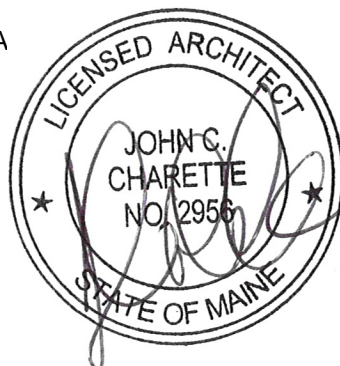
I have prepared plans for renovation activity with 300 Fore Street, for a project known as CIEE Headquarters Renovations. This letter is to confirm that this is an existing building, with little or no life safety concerns as we are continuing existing uses and primarily replacing furniture and finishes in the project areas in the basement, second floor and 4th floors. There is no structural work to be completed, any new walls are non- loadbearing walls.

Given the above concerns I do not anticipate the need for any special inspections as per IEBC or IBC 2009 and none will be submitted. Please contact me directly should you have any questions or concerns. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Charette', written over a faint circular stamp.

John Charette, AIA
Principal
Charette Design



City of Portland Building Permit Fee Calculation
Project : CIEE Headquarters Interior Renovation



Div. 2 Demolition	\$	16,416.00		
Div. 3 Concrete	\$	-		
Div. 4 Masonry	\$	-		
Div. 5 Metals	\$	-		
Div. 6 Woods	\$	7,500.00		
Div. 7 Thermal & Mositue	\$	-		
Div. 8 Openings	\$	-		
Div. 9 Finishes	\$	101,293.00		
Div. 10 Specialties	\$	-		
Div. 11 Equipment	\$	74,797.00		
Div. 32 Exterior Improvements	\$	-		
Div. 33 Utilities	\$	-		
Total Cost of Work	\$	183,590.00		
Fee Structure				
First \$1,000	\$	30.00		
1% of Cost of Work	\$	1,825.90	\$ 182,590.00	\$ 1,825.90
Certificate of Occupancy	\$	75.00		
Fee Total	\$	1,930.90		