



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', with a long horizontal flourish extending to the right.

John Charette, AIA
Principal
Charette Design

