

July 31, 2015

Jeanie Bourke, CEO/LPI/Plan Reviewer, Inspections Division, City of Portland, Maine
Captain David Petrucci, Portland Fire Department, Code Compliance, Plan Review, Permitting
Craig Messinger, Portland Fire Department

RE: CIEE, 300 Fore Street, Portland, Maine. CBL 029 K00601A, Downtown Business Zone, District B3
Tenant Improvement to 2nd and 3rd Floors

I hereby submit documents on behalf of CIEE in Portland Maine to obtain a construction permit for a tenant improvement project of existing office space at on the 2nd and 3rd floor of their existing office space at 300 Fore Street, Portland Maine.

Project Description:

This building serves as the headquarters for the Council on International Educational Exchange. CIEE is a non-profit organization promoting international education and exchange. It was founded in 1947 and is headquartered in Portland, Maine. The proposed project work area includes 9844 square feet of renovation on the 2nd floor and 9,604 square feet of renovation on the 3rd floor for a total of 19,488 square feet. The majority of work includes replacement of carpet, painting, replacement of demountable work stations, and provision of acoustical material in the ceiling to address acoustic issues in the existing open plenum. The project also includes demolition of existing drywall partitions and construction of new rooms for offices and meeting. The work is limited to the actual office area of each floor level; no change is proposed for the toilet rooms, egress stairs, elevator, the thermal envelope, or any fire rated structural elements of the building.

The building at 300 Fore Street is a sprinklered, 5 story steel frame structure with a composite steel deck and slab floor system. It was constructed as an IBC type 2B building per table 503, 2003 edition. The building was constructed directly adjacent to the building at 7 Custom House Street with a firewall separation between the 2 buildings. The buildings share a common egress stair at the common wall.

Code Reviews:

The documents include code reviews for both NFPA 101 and IBC 2009. It is important to note that there is no change proposed to the occupancy, or extent of existing tenant space. This code review is for the Area of Work, as defined in the International Existing Building Code only. I have assumed that code requirements for items such as egress stairs, exit discharge, building type, building height and area limitations, fire ratings, separation of occupancies, and all other code issues that deal with the building beyond the work area have been addressed in earlier permits and are outside the scope of this project

The project has been designed to comply with the ADA technical guidelines for the Area of Work

Submission:

This project has been submitted to the City of Portland for a fast track review.

I look forward to answering any questions you have

Regards,
Josef Chalats, Architect