

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT



This is to certify that

COUNCIL INTERNATIONAL STUDY PROGRAMS INC

Located at

300 FORE ST

PERMIT ID: 2016-02566

ISSUE DATE: 01/12/2017

CBL: 029 K00601A

has permission to **Interior renovations of the first floor/basement with reconfigurations of the lobby, meeting space, kitchenette/locker room, exercise and storage areas.**

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 hour notice is required.

A final inspection must be completed before this building or part thereof is occupied. If a certificate of occupancy is required, it must be procured prior to occupancy.

/s/ David Petruccelli

/s/ Jeanie Bourke

Fire Official

Building Official

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
THERE IS A PENALTY FOR REMOVING THIS CARD**

Approved Property Use - Zoning
Offices

Building Inspections

Use Group: B & S-1 **Type:** 2B

Fire Department

Business
Storage
Occupant Load = 549
NFPA 13 Sprinkler System
Basement & First Floor
MUBEC/IBC 2009

BUILDING PERMIT INSPECTION PROCEDURES
Please call 874-8703
or email: buildinginspections@portlandmaine.gov

**Check the Status of Permit or Schedule an Inspection at
<http://www.portlandmaine.gov/planning/permitstatus.asp>**

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the City of Portland Inspections Division for the inspections listed below. Appointments must be requested 48 to 72 hours in advance. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that are attached to this permit.**
- **Permits expire in 6 months if the project is not started or ceases for 6 months.**
- **If the inspection requirements below are not followed, then additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**
- **Per Section 107.3.1 of the Maine Uniform Building and Energy Code (MUBEC), one set of printed approved stamped construction documents will be kept at the site of work and open to inspection by building officials.**

REQUIRED INSPECTIONS:

Plumbing Under Slab
Close-in Plumbing/Framing w/Fire & Draft Stopping
Electrical Close-in w/Fire & Draftstopping
Above Ceiling Inspection
Final - Commercial
Final - Electric
Final - Fire

The project cannot move to the next phase prior to the required inspection and approval to continue.

If the permit requires a certificate of occupancy, it must be paid and issued to the owner or designee before the space may be occupied.

City of Portland, Maine - Building or Use Permit		Permit No: 2016-02566	Date Applied For: 09/29/2016	CBL: 029 K00601A
389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716				
Proposed Use: Basement - exercise rooms, storage, and work spaces accessory to offices; 1st - 5th floors (CIEE)		Proposed Project Description: Interior renovations of the first floor/basement with reconfiguration of the lobby, meeting space, kitchenette/locker room, exercise and storage areas.		
Dept: Zoning	Status: Approved w/Conditions	Reviewer: Christina Stacey	Approval Date: 12/09/2016	Ok to Issue: <input checked="" type="checkbox"/>
Note:				
Conditions:				
1) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.				
2) This permit is not approving any lot coverage or setback requirements for the existing structure. It is approving interior work only.				
3) ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within an Historic District.				
Dept: Building Inspecti	Status: Approved w/Conditions	Reviewer: Jeanie Bourke	Approval Date: 01/11/2017	Ok to Issue: <input checked="" type="checkbox"/>
Note:				
Conditions:				
1) This permit is approved based upon information provided by the applicant or design professional. Any deviation from the final approved plans requires separate review and approval prior to work.				
2) The continuity of the existing 1st floor 2 hour fire resistance rated floor/ceiling assembly shall be maintained as originally designed and all penetrations shall be treated with approved materials and methods, including electrical fixtures and exhaust vents. Any change to this design shall be submitted for approval prior to commencing this work.				
3) Penetrations in or through fire resistance rated assemblies shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E814 or UL 1479. Design specification cut sheets shall be submitted in electronic format for review and approval for each penetrating item prior to these inspections.				
4) The Exit sign at the basement level in the stair enclosure from CIEE shall direct travel to the left door as this enters a continuous 2hr rated exit passageway. It is unclear if the right door to the common corridor and adjacent tenant space beyond is rated continuously to the exit discharge. The 2 hour corridor protection is required, as the main exit stair passes through a lobby at the Fore St. level before exiting, and only 50% of exits are allowed this method of discharge.				
5) Separate permits are required for any electrical, plumbing, sprinkler, fire alarm, HVAC systems, heating appliances, including pellet/wood stoves, commercial hood exhaust systems, fire suppression and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.				
Dept: Engineering DPS	Status: Not Applicable	Reviewer: Rachel Smith	Approval Date: 10/28/2016	Ok to Issue: <input checked="" type="checkbox"/>
Note:				
Conditions:				
1) This approval is non-applicable to Engineering DPW as it relates to approval for Grease Control Equipment for the Fats, Oil, and Grease Program. If approval is needed for this project by the Engineering Department of Public Works for any other reason than FOG, please contact 874-8801.				
Dept: Fire	Status: Approved w/Conditions	Reviewer: David Petrucci	Approval Date: 01/09/2017	Ok to Issue: <input checked="" type="checkbox"/>
Note:				
Conditions:				
1) All means of egress to remain accessible at all times.				
2) NFPA 1 Fire Code Per 1.14.4 Review and approval by the AHJ shall not relieve the applicant of the responsibility of compliance with this Code.				
3) Shall meet the requirements of 2009 NFPA 1 Fire Code.				

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- 4) Fuel-fired boilers shall be protected in accordance with NFPA 101, Life Safety Code.
Boiler and Fuel-fired heater rooms serving more than a single dwelling unit require 1 hour separation and sprinklers.
- 5) Any cutting and welding done will require a Hot Work Permit from Fire Department.
- 6) Fire walls, fire barriers, fire partitions, smoke barriers and smoke partitions or any other wall required to have protected openings or penetrations shall be effectively and permanently identified with signs or stenciling in accessible concealed floor, floor-ceiling or attic spaces at intervals not exceeding 30 feet with lettering not less than 0.5 inches in height.
- 7) **The fire alarm system design shall be evaluated for the renovated areas by an NICET IV certified interior fire alarm designer or a licensed engineer for compliance with the code. A compliance letter is required prior to the final inspection.**
A current inspection sticker from an approved fire alarm inspection company is required prior to the final inspection.
- 8) Through-penetrations and membrane penetrations in fire walls, fire barrier walls, and fire resistance rated horizontal assemblies shall be protected by firestop systems or devices in conformance with NFPA 101:8.3.5 (ASTM E 814 or ANSI/UL 1479).
Providing firestop labels at each firestop system or device and an onsite manual containing the detail for each firestop system or device used for the project will streamline final inspection approvals.
- 9) Emergency lights and exit signs are required. Emergency lights and exit signs are required to be labeled in relation to the panel and circuit and on the same circuit as the lighting for the area they serve.
- 10) All outstanding code violations shall be corrected prior to final inspection.
- 11) A separate Fire Alarm Permit is required for new systems; or for work effecting more than 5 fire alarm devices; or replacement of a fire alarm panel with a different model. This review does not include approval of fire alarm system design or installation.
- 12) A separate Suppression System Permit is required for all new suppression systems, including standpipe systems, and sprinkler work effecting more than 20 heads. This review does not include approval of system design or installation.
- 13) Fire protection systems shall be maintained. If system is to be off line over 4 hours a fire watch shall be in place. Dispatch notification required 874-8576.
- 14) The installation shall comply with the following:
City of Portland Chapter 10, Fire Prevention and Protection;
NFPA 1, Fire Code (2009 edition), as amended by City Code;
NFPA 101, Life Safety Code (2009 edition), as amended by City Code;
City of Portland Fire Department Rules and Regulations;
NFPA 72, National Fire Alarm and Signaling Code (2010 edition), as amended by Fire Department Rules and Regulations; and
NFPA 70, National Electrical Code (2011 edition) as amended by the State of Maine
- 15) All construction shall comply with City Code Chapter 10.
<http://www.portlandmaine.gov/citycode/chapter010.pdf>
A separate Fire Alarm Permit is required for new systems; or for work effecting more than 5 fire alarm devices; or replacement of a fire alarm panel with a different model. This review does not include approval of fire alarm system design or installation.
A separate Suppression System Permit is required for all new suppression systems or sprinkler work effecting more than 20 heads.
This review does not include approval of sprinkler system design or installation.
Shall meet the requirements of 2009 NFPA 1 Fire Code.
Shall meet the requirements the most recent NFPA 30 Flammable and Combustible Liquids Code.
Shall meet the requirements the most recent NFPA 30A Code for Motor Fuel Dispensing Facilities and Repair Garages.
Shall have State Fire Marshall Permit.
Shall have DEP Permit.