Portland, Maine — Yes. Life's good here.

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 08/27/14

Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

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.)

- [x] Cross sections w/framing details
- [x] Detail of any new walls or permanent partitions
- [x] Floor plans and elevations
- [x] Window and door schedules
- [x] Foundation plans with rebar specifications and required drainage and damp proofing (if applicable)
- [x] Detail egress requirements and fire separations
- [x] Insulation R-factors of walls, ceilings, floors and U-factors of windows as per the IEEC 2009
- [x] Complete the Accessibility Certificate and The Certificate of Design
- [x] A statement of special inspections as required per the IBC 2009
- [x] Complete electrical and plumbing layout.
- [x] 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.
- [x] Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17"
- [x] Per State Fire Marshall, all new bathrooms must be ADA compliant

"X" = NOT APPLICABLE

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:

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

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Fire Department requirements. NA.

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.

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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:

- [x] 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: [signature] Date: 7/31/14

I have provided digital copies and sent them on: 8/1/14 Date: 8/1/14

[signature]

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

General Building Permit Application

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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: 164 MIDDLE ST.		
Total Square Footage of Proposed Structure:	NA.	
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	**Applicant Name:** JOE DELANEY Address P.O. BOX 1276 City, State & Zip PORTLAND ME 04101	Telephone: 775.2696 Email: joe@whipplecallender.com
Lessee/Owner Name: MICHAEL MASTRONARDI (if different than applicant) Address: 164 MIDDLE ST. City, State & Zip: PORTLAND MAINE 04101 Telephone & E-mail: 838.0092 michael FM@maine.rr.com	**Contractor Name:** (if different from Applicant) 164 REALTY Address: G+E Roofing City, State & Zip: 669 RIVERSIDE DR. AUGUSTA 04330 Telephone & E-mail: 622-9503 slapointe@geroofing.com	Cost Of Work: $_____ C of O Fee: $_____ Historic Rev $ 50 **Total Fees : $**_____

Current use (i.e. single family) BUSINESS
If vacant, what was the previous use? N.A.
Proposed Specific use: NO CHANGE
Is property part of a subdivision? NO If yes, please name _____
Project description: REMOVE EXISTING SKYLIGHTS, INFILL SKYLIGHT OPENING & INSTALL NEW MEMBRANE ROOF

Who should we contact when the permit is ready:	MICHAEL MASTRONARDI - 838.0092
Address:	164 MIDDLE ST.
City, State & Zip:	PORTLAND ME.
E-mail Address:	michael FM@maine.rr.com
Telephone:	838.0092

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: [signature] **Date:** 7/31/14

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

Certificate of Design Application

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Date: 08/27/14

From Designer: JOE DELANEY

Date: 7/31/14

Job Name: 164 MIDDLE ST.

Address of Construction: "

2009 International Building Code

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

Building Code & Year 2009 IBC Use Group Classification (s) BUSINESS

Type of Construction V

Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2009 IBC NA

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

Supervisory alarm System? NA Geotechnical/Soils report required? (See Section 1802.2) NA

Structural Design Calculations

____ Submitted for all structural members (106.1 – 106.11)

Design Loads on Construction Documents (1603)

Uniformly distributed floor live loads (7603.11, 1807) NA

Floor Area Use	Loads Shown

Wind loads (1603.1.4, 1609) NA

____ Design option utilized (1609.1.1, 1609.6)

____ Basic wind speed (1809.3)

____ Building category and wind importance Factor, I_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) NA

____ Design option utilized (1614.1)

____ Seismic use group ("Category")

____ Spectral response coefficients, SDs & SD1 (1615.1)

____ Site class (1615.1.5)

____ Live load reduction

20 Roof *live* loads (1603.1.2, 1607.11)

46 FLAT ROOF Roof snow loads (1603.7.3, 1608)

60 Ground snow load, P_g (1608.2)

____ If P_g > 10 psf, flat-roof snow load P_f

1 If P_g > 10 psf, snow exposure factor, C_e

1 If P_g > 10 psf, snow load importance factor, I_s

NA Roof thermal factor, C_t (1608.4)

____ Sloped roof snowload, P_s (1608.4)

NA Seismic design category (1616.3)

NA Basic seismic force resisting system (1617.6.2)

NA Response modification coefficient, R_f and deflection amplification factor C_d (1617.6.2)

NA Analysis procedure (1616.6, 1617.5)

NA 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

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Designer: N.A.

Address of Project: _____

Nature of Project: _____

_____

_____

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.

(SEAL)

Signature: _____

Title: _____

Firm: _____

Address: _____

_____

Phone: _____

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

Building Inspections Division • 389 Congress Street • Portland, Maine 04101 • (207) 874-8703 • FACSIMILE (207) 874-8716 • TTY (207) 874-8936

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Certificate of Design

Date: 7/31/14

From: JOSEPH A. DELANEY

These plans and / or specifications covering construction work on:

164 MIDDLE ST. ROOF REPAIR

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

LICENSED ARCHITECT
JOSEPH A. DELANEY
#1722
STATE OF MAINE

(SEAL)

Signature:

Title: ARCHITECT

Firm: WHIPPLE CALLENDER ARCHITECTS

Address: P.O. BOX 1276 PORTLAND
MAINE 04101

Phone: 775-2696 X101

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