

## Building Inspections - RE: DiMillo's Marina Float Extension - Permit Applications

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**From:** Nicholas Ray <nicholas@tecassoc.com>  
**To:** Building Inspections <buildinginspections@portlandmaine.gov>  
**Date:** 6/13/2014 9:08 AM  
**Subject:** RE: DiMillo's Marina Float Extension - Permit Applications  
**Attachments:** Administrative Authorization.pdf; Fire Department Requirements & Life Safety Plan.pdf; Commercial Alteration Building Permit Application.pdf; 2. Proposed Site Plan.pdf; 3. Details.pdf; 1. Existing Site Plan.pdf

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Please see attached.

Thank you,

Nicholas J. Ray, EI  
 TEC Associates  
 46 Sawyer Street  
 South Portland, ME 04106  
 Office: (207) 767-6068 x 208  
 Cell: (207) 756-0961  
 Fax: (207) 767-7125

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**From:** Building Inspections [mailto:buildinginspections@portlandmaine.gov]  
**Sent:** Friday, June 13, 2014 8:55 AM  
**To:** Nicholas Ray  
**Subject:** Re: DiMillo's Marina Float Extension - Permit Applications

Please note; you should be following the naming convention when naming your PDF's. We need to receive complete and appropriate files the first time. Here is the link: [Applicant Submittal Requirements for Electronic Plan Review](http://www.portlandmaine.gov/DocumentCenter/View/2303). (<http://www.portlandmaine.gov/DocumentCenter/View/2303>.) The names of your permit application PDF's, must be named what the document is. There should not be any extra names, dates, addresses or extraneous information in the names of the documents; for example:

Your name:

DiMillos Float Extension -Administrative Authorization & Supplem\_1

What the name should be:

Administrative Authorization

For large scale projects with numbered plans (ie: 3.1, Attic Floor Plan):

Your Name:

DiMillos Float Extension -C1 Existing Site Plan

What the name should be:

Existing Site Plan (C1 is not part of the original plan, so it shouldn't be part of the naming)

Please re-name all your documents as required and send them back. Any questions, please review the link above or you can contact us at 874-8703. To show you what we see, review the attached snip it. Thank you.

>>> Nicholas Ray <[nicholas@tecassoc.com](mailto:nicholas@tecassoc.com)> 6/11/2014 10:41 AM >>>

Hello,

Please see attached .pdf documents for a revised electronic submittal for a Commercial Interior & Change of Use Permit Application and Administrative Authorization Application. I will submit payment for these applications over the phone upon request.

Thank you,

Nicholas J. Ray, EI  
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