

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND BUILDING PERMIT

This is to certify that METRO MEDIA PROPERTIES LLC

Located At 390 CONGRESS ST

Job ID: 2011-05-971-ALTCOMM

CBL: 032 - - C - 001 - 001 - - - - -

has permission to Renovate Bldg, Core and Shell/MEP, bathrooms/elevator. No exterior changes approved, Retail-1<sup>st</sup>/offices 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 by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

*JMB per B.W.*  
Fire Prevention Officer

*Sam Banta 6/9/11*  
Code Enforcement Officer / Plan Reviewer

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



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life* • [www.portlandmaine.gov](http://www.portlandmaine.gov)

Director of Planning and Urban Development  
Penny St. Louis

Job ID: 2011-05-971-ALTCOMM

Located At: 390 CONGRESS

CBL: 032 - - C - 001 - 001 - - - -

## **Conditions of Approval:**

### **Fire**

1. All building shall comply with City Code Chapter 10.
2. The stairs at the basement and sub-basement levels shall be enclosed in accordance with Chapter 7 of the *Life Safety Code*.
3. Re-entry shall be provided in accordance with Section 7.2.1.5.7 of the *Life Safety Code*.
4. The building shall comply with the *City of Portland Standard for Building, Stair, Suite and Room designation*.
5. This permit is being approved on the basis of the plans submitted. Any deviation from the plans would require amendments and approval.
6. As-built documents shall be submitted in pdf to the Building Inspections Office upon completion of job.
7. Application requires State Fire Marshal approval.
8. The Fire alarm and Sprinkler systems shall be reviewed by a licensed contractor[s] for code compliance. Compliance letters are required.
9. A separate Fire Alarm Permit is required.
10. The fire alarm system shall comply with the City of Portland Standard for Signaling Systems for the Protection of Life and Property. All fire alarm installation and servicing companies shall have a Certificate of Fitness from the Fire Department.
11. Fire alarm system requires a wireless master box connection per city ordinance. Master box design and installation shall be as approved by City Electrical Division.
12. The sprinkler system shall be installed in accordance with NFPA 13.
13. A separate Suppression System Permit is required.
14. Fire department connection type and location shall be approved in writing by fire prevention bureau. The Fire Department will require Knox locking caps on all Fire Department Connections on the exterior of the building.
15. System acceptance and commissioning must be coordinated with alarm and suppression system contractors and the Fire Department. Call 874-8703 to schedule.
16. Installation of a sprinkler or fire alarm system requires a Knox Box to be installed per city ordinance.
17. The Standpipe system shall be installed in accordance with NFPA 14. A fire department hose connection shall be provided in accordance to NFPA 14 section 7.3.2(5) at the top landing of the stair leading to the roof.
18. Fire extinguishers are required. Installation per NFPA 10.

19. Occupancies with an occupant load of 100 persons or more require panic hardware on all doors serving as a means of egress.
20. All means of egress to remain accessible at all times.
21. 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.
22. Any cutting and welding done will require a Hot Work Permit from Fire Department.
23. Walls in structure are to be labeled according to fire resistance rating. IE; 1 hr. / 2 hr. / smoke proof.
24. A single source supplier should be used for all through penetrations.
25. Non-combustible construction of this structure requires all construction to be Non-combustible.

### **Building**

1. Application approval based upon information provided by applicant, including revisions received 6/7/11. Any deviation from approved plans requires separate review and approval prior to work.
2. All penetrations through rated assemblies must be protected by an approved firestop system installed in accordance with ASTM 814 or UL 1479, per IBC 2009 Section 713.
3. Separate permits are required for any electrical, plumbing, sprinkler, fire alarm, HVAC systems, heating appliances, including pellet/wood stoves, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.
4. This approval does not include any new window openings or exterior changes as more information is needed for historic approval and structural support. An amendment is required for this phase of the work.
5. All fire resistive spray is required to have special inspections per the previous permit.
6. This approval is for core and shell only, separate permits required for tenant fit up.

### **Historic**

1. This approval is for interior work only, all exterior changes need HP approval and an amendment will be required for this documentation.

### **Zoning**

1. ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within an Historic District.
2. This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
3. Separate permits shall be required for any new signage.
4. This property shall remain Storage in the basement – retail on the first floor (PAD District) with office above. Any change of use shall require a separate permit application for review and approval.
5. Separate permits shall be required for separate, specific tenant fit-up.



## BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)

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

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
  - **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
  - **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**
1. Plumbing Rough-Commercial
  2. Close in Elec/Framing/Plumbing
  3. Final Certificate of Occupancy

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCU0PIED.

**City of Portland, Maine - Building or Use Permit Application**

389 Congress Street, 04101 Tel: (207) 874-8703, FAX: (207) 8716

Job No: <b>2011-05-971-ALTCOMM</b>	Date Applied: <b>5/4/2011</b>	CBL: <b>032 - - C - 001 - 001 - - - - -</b>	
Location of Construction: <b>390 CONGRESS ST</b>	Owner Name: <b>METRO MEDIA PROPERTIES LLC</b>	Owner Address: <b>25 SOUTH SERVICE RD STE 300 JERICHO, NY - NEW YORK 11753</b>	Phone: <b>516- 997- 4210</b>
Business Name:	Contractor Name: <b>Bill Hopkins @ Archetype</b>	Contractor Address: <b>48 Union Wharf, Portland, ME 04101</b>	Phone: <b>772-6022</b>
Lessee/Buyer's Name:	Phone:	Permit Type: <b>BLDG - Building</b>	Zone: <b>B-3</b>
Past Use: <b>Portland Press Herald Bldg</b>	Proposed Use: <b>Currently Vacant – proposing storage in basement, retail 1<sup>st</sup> floor and offices above- Continued general renovations including new Sprinkler, Alarms, fire proofing</b>	Cost of Work: <b>\$1,000,000.00</b>	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved <i>w/conditions</i> <input type="checkbox"/> Denied <input type="checkbox"/> N/A	Inspection: Use Group: <b>B</b> Type: <b>IB</b> <b>IBC 2009</b> Signature:
Proposed Project Description: <b>390 Congress ST - renovations</b>		Pedestrian Activities District (P.A.D.) <b>61</b>	
Permit Taken By: <b>Lannie</b>		<b>Zoning Approval</b>	

- This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.
- Building Permits do not include plumbing, septic or electrical work.
- Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work.

Special Zone or Reviews	Zoning Appeal	Historic Preservation
<input type="checkbox"/> Shoreland <input type="checkbox"/> Wetlands <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM Date: <b>OK with conditions 5/6/11</b>	<input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	with <input type="checkbox"/> Not in Dist or Landmark <input type="checkbox"/> Does not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: <b>Any exterior work requires separate reviews &amp; approvals</b>

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.



# General Building Permit Application


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.

Location/Address of Construction: <b>390 Congress Street - CORE</b>		
Total Square Footage of Proposed Structure/Area <b>9,840</b>	Square Footage of Lot <b>5561 &amp; 4477</b>	
Tax Assessor's Chart, Block & Lot Chart# <b>32</b> Block# <b>C</b> Lot# <b>1</b> <b>32 C 2</b>	Applicant * <b>must be owner, Lessee or Buyer*</b> Name <b>Metro Media Properties LLC</b> Address <b>25 South Service Rd ST 300</b> City, State & Zip <b>Jericho, NY 11753</b>	Telephone: <b>(516) 997-4210</b>
Lessee/DBA (If Applicable)	Owner (if different from Applicant) Name Address City, State & Zip	Cost Of Work: \$ <u>1,000,000.00</u> C of O Fee: \$ <u>75.00</u> Total Fee: \$ <u>10,095.00</u>
Current legal use (i.e. single family) <b>Business</b> If vacant, what was the previous use? <b>Business</b> Proposed Specific use: <b>S, M &amp; B Storage (basement) - merchantila - Business</b> Is property part of a subdivision? <b>No</b> If yes, please name _____ Project description: <b>General renovations including new MEP, Sprinkler, Alarms, Fire Proofing, Toilet Rooms &amp; Elevator</b>		
Contractor's name: <b>Not selected</b>		
Address: _____		
City, State & Zip _____		Telephone: _____
Who should we contact when the permit is ready: <b>Bill Hopkins</b>		Telephone: <b>(207)772-6022</b>
Mailing address: <b>48 Union Wharf, Portland, ME 04101</b>		

**Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.**

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](http://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:  Date: **5-3-11**

**This is not a permit; you may not commence ANY work until the permit is issue**

RECEIVED  
MAY 11 2011  
City of Portland  
Department of Planning & Development





# Certificate of Design Application

From Designer: Archetype  
 Date: 4/29/44  
 Job Name: Press Herald Building  
 Address of Construction: 390 Congress Street

## 2003 International Building Code

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

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

Type of Construction Existing non combustible

Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2003 IRC \_\_\_\_\_

Is the Structure mixed use? No If yes, separated or non separated or non separated (section 302.3) \_\_\_\_\_

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

### 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)

Floor Area Use	Loads Shown
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### Wind loads (1603.1.4, 1609)

- \_\_\_\_\_ 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)

- \_\_\_\_\_ Design option utilized (1614.1)
- \_\_\_\_\_ Seismic use group ("Category")
- \_\_\_\_\_ Spectral response coefficients,  $S_D$ s &  $S_{D1}$  (1615.1)
- \_\_\_\_\_ Site class (1615.1.5)

N/A

- \_\_\_\_\_ Live load reduction
- \_\_\_\_\_ Roof *live* loads (1603.1.2, 1607.11)
- \_\_\_\_\_ Roof snow loads (1603.7.3, 1608)
- \_\_\_\_\_ Ground snow load,  $P_g$  (1608.2)
- \_\_\_\_\_ If  $P_g > 10$  psf, flat-roof snow load  $P_f$
- \_\_\_\_\_ If  $P_g > 10$  psf, snow exposure factor,  $C_e$
- \_\_\_\_\_ If  $P_g > 10$  psf, snow load importance factor,  $I_s$
- \_\_\_\_\_ Roof thermal factor,  $C_t$  (1608.4)
- \_\_\_\_\_ Sloped roof snowload,  $P_s$  (1608.4)
- \_\_\_\_\_ Seismic design category (1616.3)
- \_\_\_\_\_ Basic seismic force resisting system (1617.6.2)
- \_\_\_\_\_ Response modification coefficient,  $R$ , and deflection amplification factor  $C_d$  (1617.6.2)
- \_\_\_\_\_ Analysis procedure (1616.6, 1617.5)
- \_\_\_\_\_ Design base shear (1617.4, 1617.5.1)

### 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

Designer: Archetype


Address of Project: 390 Congress Street

Nature of Project: General Renovations

\_\_\_\_\_

\_\_\_\_\_

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.

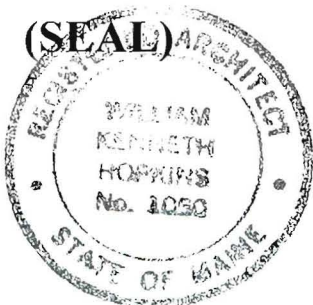
Signature: 

Title: William Hopkins  
Architect

Firm: Archetype

Address: 48 Union Wharf  
Portland, ME

Phone: (207) 772-6022



For more information or to download this form and other permit applications visit the Inspections Division on our website at [www.portlandmaine.gov](http://www.portlandmaine.gov)





# Certificate of Design

Date: April 29, 2011


From: Archetype

These plans and / or specifications covering construction work on:

Press Herald Building, 390 Congress Street

Have been designed and drawn up by the undersigned, a Maine registered Architect / Engineer according to the *2003 International Building Code* and local amendments.



Signature: 

Title: William Hopkins  
Architect

Firm: Archetype

Address: 48 Union Wharf

Portland, ME

Phone: (207) 772-6022

For more information or to download this form and other permit applications visit the Inspections Division on our website at [www.portlandmaine.gov](http://www.portlandmaine.gov)

Jeanie,

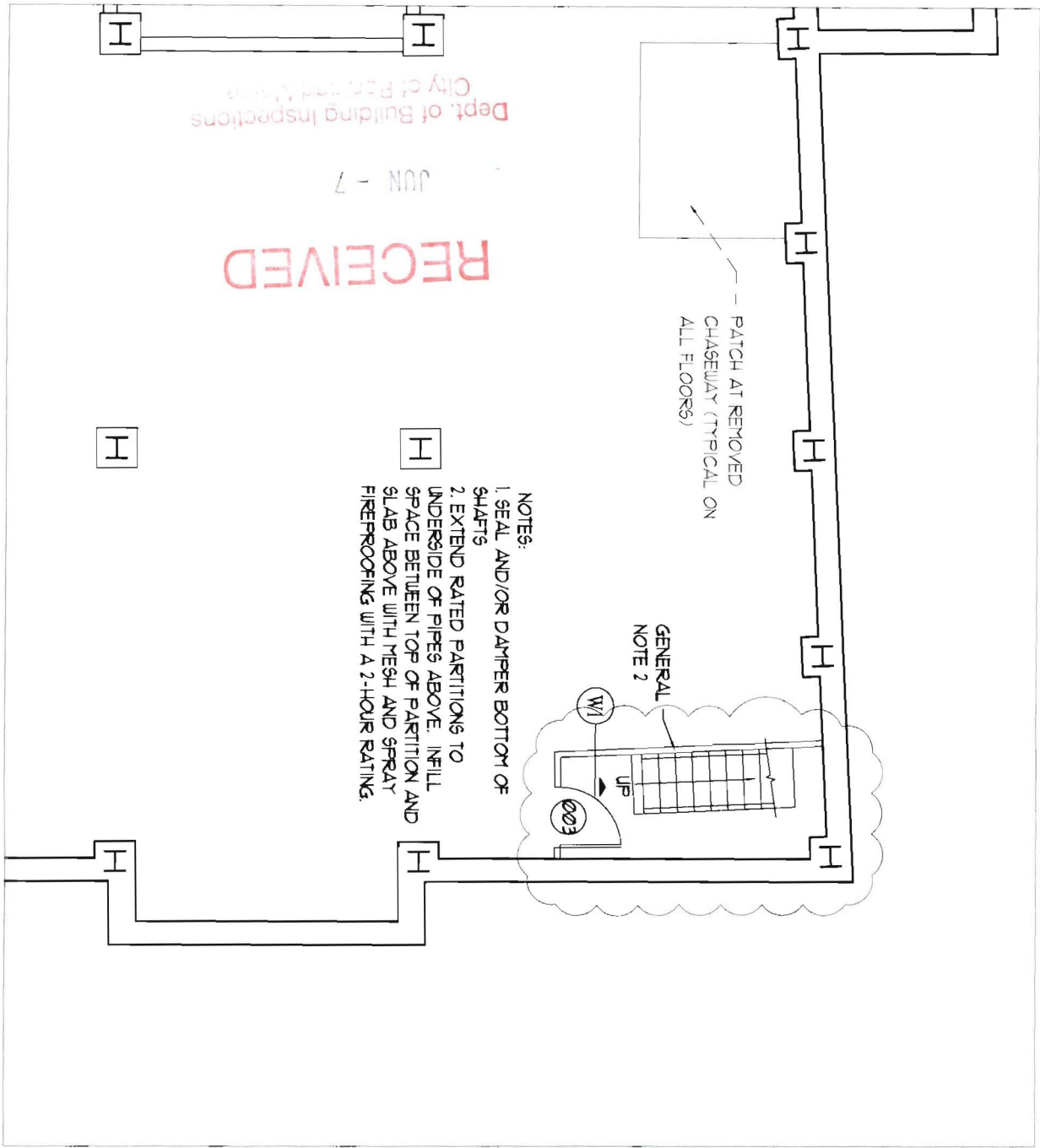
I apologize for not including the third and fourth floor structural plans in the permit set. I have provided the missing sheet as well as the revisions as requested. Drawing SK 01 shows a new enclosure at the sub-basement stair per review of Captain Gautreau, and SK 02 shows the revised access to the fire escape. Please contact Bill with any questions.

Thanks,

Erika

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JUN -7 2011  
Dept. of Building Inspections  
City of Portland Maine



NOTES:  
 1. SEAL AND/OR DAMPER BOTTOM OF SHAFTS  
 2. EXTEND RATED PARTITIONS TO UNDERSIDE OF PIPES ABOVE. INFILL SPACE BETWEEN TOP OF PARTITION AND SLAB ABOVE WITH MESH AND SPRAY FIREPROOFING WITH A 2-HOUR RATING.

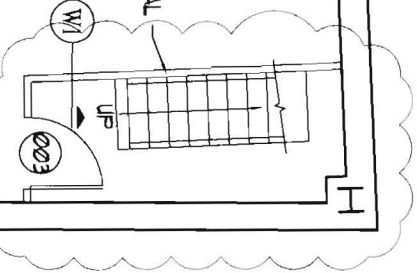
Dept. of Building Inspections  
 City of Portland, Maine

JUN - 7

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--- PATCH AT REMOVED CHASEWAY (TYPICAL ON ALL FLOORS)

GENERAL NOTE 2



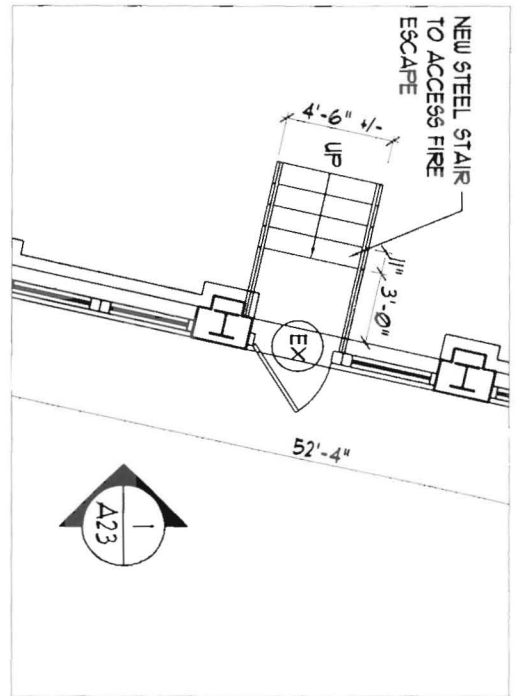
<b>SK01</b>	SK TO A1.01	Date: 07 June 2011	Scale: 1/8" = 1'-0"	<b>ARCHETYPE</b> architects 48 Union Wharf Portland, Maine 04101 (207) 772-6022 Fax (207) 772-4056
	Project: <b>PRESS HERALD BUILDING</b>	<b>SUB-BASEMENT FLOOR PLAN</b>		
	390 CONGRESS STREET PORTLAND, MAINE			



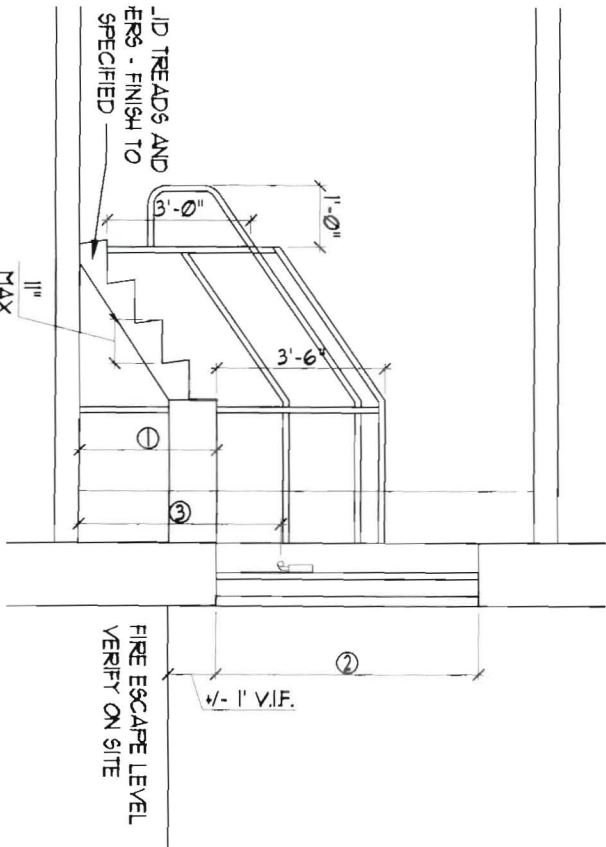
Dept. of Building Inspections  
City of Portland Maine

JUN - 7 2011

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1 ACCESS TO FIRE ESCAPE - PLAN  
SCALE: 1/8"=1'-0"



2 ACCESS TO FIRE ESCAPE - SECTION  
SCALE: 1/4"=1'-0"

- ① SILL HEIGHT: VARIES  
2'-8 1/4" TO 3'-1"
- ② DOOR TO FIRE ESCAPE:  
VARIES 5'-4 1/2" TO  
6'-2 1/2"
- ③ DOOR HANDLE: VARIES  
4'-0 3/4" TO 5'-3 1/2"

SK02

Project: SK TO A5.01  
**PRESS HERALD BUILDING**  
390 CONGRESS STREET  
PORTLAND, MAINE

Date: 07 June 2011  
Scale: 1/8" = 1'-0"  
**SUB-BASEMENT FLOOR PLAN**

**ARCHETYPE** architects  
48 Union Wharf Portland, Maine 04101  
(207) 772-6022 Fax (207) 772-4056