Inspections Division
Date: 06/03/14

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.

Address/Location of Construction: 400 CONGRESS STREET

Total Square Footage of Proposed Structure: AREA OF WORK = 4902 S.F.

Tax Assessor's Chart, Block & Lot
Chart# 032 Block# 600 Lot# 1001

Applicant Name: A+M PARTNERS
Address: 120 EXCHANGE ST
City, State & Zip: PORTLAND ME 04101
Telephone: 207.730.1023
Email: sscarks@ampartners.me

Lessee/Owner Name: KEPWARE
(if different than applicant)
Address: 400 CONGRESS ST
City, State & Zip: PORTLAND ME 04101
Telephone & E-mail: LIZ ZIMMERMAN 207 775 1660 x 201

Contractor Name: SAME
(if different from Applicant)
Address:
City, State & Zip:
Telephone & E-mail:

Cost Of Work: $98,040
C of O Fee: $
Historic Rev $
Total Fees : $

Current use (i.e. single family) BUSINESS
If vacant, what was the previous use? BUSINES
Proposed Specific use: BUSINESS
Is property part of a subdivision? NO If yes, please name
Project description:
Tenant Improvements to existing office space to provide fitness room shower rooms offices meeting rooms and open work space

Who should we contact when the permit is ready: STEFAN SKARKS
Address: 120 EXCHANGE STREET
City, State & Zip: PORTLAND ME 04101
E-mail Address: sscarks@ampartners.me
Telephone: 207.730.1023

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:** 5.16.2014

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

Inspections Division
Date: 06/03/14

Certificate of Design Application

From Designer: Josef Chalat - Architect Maine AR 2354

Date: 5 · 16 · 2014

Job Name: KEPWARE TECHNOLOGIES

Address of Construction: 400 CONGRESS STREET 2ND + 4TH FLOOR

2009 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 II A (Assumed - verify against previous permits)

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

Is the Structure mixed use? YES - SEE BELOW Is it separated or non separated or non separated (section 302.3) SEE PREVIOUS PERMIT

Supervisory alarm System? YES - SEE PREVIOUS PERMIT Geotechnical/Soils report required? (See Section 1802.2) NO

Structural Design Calculations

Not Required 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
Existing unchanged	

Wind loads (1603.1.4, 1609) Existing unchanged

____ 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) Existing Unchanged

____ Design option utilized (1614.1)

____ Seismic use group ("Category")

____ Spectral response coefficients, S_{DS} & S_{D1} (1615.1)

____ Site class (1615.1.5)

____ 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_l and deflection amplification factor C_d (1617.6.2)

____ Analysis procedure (1616.6, 1617.5)

____ 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

NOTE: EXISTING BUILDING HAS MERCANTILE ON FIRST FLOOR AND BUSINESS USE ON FLOORS TWO THROUGH FIVE

Inspections Division
Date: 06/03/14

Certificate of Design

Date: 5 · 16 · 2014

From: Josef Chalat Architect

These plans and / or specifications covering construction work on:

Tenant Improvement - 400 Congress St - 2nd + 4th floor,
KEPWARE TECHNOLOGIES -

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

Signature: [signature]

Title: JOSEF CHALAT ARCHITECT

Firm: JOSEF CHALAT ARCHITECT

Address: 327 OCEAN HOUSE RD
CAPE ELIZABETH ME 04107

Phone: 207 318 8234

(SEAL)

LICENSED ARCHITECT
Josef Chalat
AR2354
STATE OF MAINE

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

Inspections Division
Date: 06/03/14

Accessibility Building Code Certificate

Designer: Josef Chalat Architect

Address of Project: 400 Congress St Portland 04101

Nature of Project: Tenant improvement of existing office space to provide fitness room, showers, offices, meeting space, and work areas

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: [signature]

Title: architect

Firm: Josef Chalat Architect

Address: 327 OCEANHOUSE ROAD
CAPE ELIZABETH ME 04107

Phone: 207 318 3234

(SEAL)

LICENSED ARCHITECT
Josef Chalat
AR2354
STATE OF MAINE

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

Inspections Division

Date: 06/03/14

Building Permits and Inspections Fee Schedule

The applicant submits cost of work. If the construction cost submitted is less than that as indicated by national standards such as International Code Council or the R.S. Means Company, Inc., the City of Portland reserves the right to reevaluate the proposed project cost based on the referenced national standard and assess the larger of the fees.

All fees due at time of submission. We accept Visa, MasterCard & Checks payable to the City of Portland.

Construction Work Fees

COST - 98,040

$= 30 + \frac{97,000}{1,000} \times 10 = 970 + 30 = \$1000$

- Cost of work fees:

Up to $1,000 worth of work	$30.00
Each additional $1,000 worth of work	$10.00 per $1,000 + 30 for the first $1,000

- Belated Fees:

Below $1,000 worth of work	$30.00
Above $1,000 worth of work	$100.00

- Amendments to application:

Up to $1,000 worth of additional cost	$30.00
Each additional $1,000 worth of additional cost	$10.00 per $1,000 + 30 for the first $1,000

Fees for specific items

- HVAC – air conditioning units, ventilation systems, heating systems, oil & gas burner replacement, kitchen hoods, fire alarm/ sprinkler system, metal asbestos chimney etc.

Up to $1,000 worth of work	$30.00
Each additional $1,000 worth of work	$10.00 per $1,000 + 30 for the first $1,000

- Change of use permit

Up to $1,000 worth of work	$30.00
Each additional $1,000 worth of work	$10.00 per $1,000 + 30 for the first $1,000
*Certificate of Occupancy (required)	$75.00

- Demolition of a structure

Up to $1,000 worth of work	$30.00
Each additional $1,000 worth of work	$10.00 per $1,000 + 30 for the first $1,000

- Home Occupation — $150.00 plus cost of work + $75 C of O
- Re-Inspections — $75.00 each additional inspection

Condo Conversion:

- With no construction — $150.00 per Unit + $75 C of O per Unit
- With construction — Up to $1,000 worth of work $30.00 + $150.00 per Unit + $75 C of O per Unit

J.C.

Inspections Division
Date: 06/03/14

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

Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

Commercial Interior & Change of Use 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.

- ☐ Cross sections w/framing details NA
- ☐ Detail of any new walls or permanent partitions
- ☐ Floor plans and elevations
- ☐ Window and door schedules
- ☐ Complete electrical and plumbing layout. DESIGN BUILD
- ☐ Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review DESIGN BUILD
- ☐ Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IEEC 2009 - NO CHANGE TO EXTERIOR
- ☐ Proof of ownership is required if it is inconsistent with the assessors records.
- ☐ Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".
- ☐ Per State Fire Marshall, all new bathrooms must be ADA compliant. COMPLIES

Separate permits are required for internal and external plumbing, HVAC & electrical installations.

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including: NOT APPLICABLE

- ☐ The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines.
- ☐ Location and dimensions of parking areas and driveways, street spaces and building frontage.
- ☐ Dimensional floor plan of existing space and dimensional floor plan of proposed space.

A Minor Site Plan Review is required for any change of use between 5,000 and 10,000 sq. ft. (cumulatively within a 3-year period)

J.C.

Inspections Division
Date: 06/03/14

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

Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

Fire Department requirements.

The following shall be submitted on a separate sheet: SEE ATTACHED

- [x] Name, address and phone number of applicant **and** the project architect.
- [x] Proposed use of structure (NFPA and IBC classification)
- [x] Square footage of proposed structure (total and per story)
- [x] Existing and proposed fire protection of structure.
- [x] Separate plans shall be submitted for
  - a) Suppression system
  - b) Detection System (separate permit is required)
- [x] 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
- [x] 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.

JC.

Inspections Division
Date: 06/03/14

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

Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

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:

○ 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:

I have provided digital copies and sent them on: Date: 5.18.2014

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