

April 7, 2015

Jeanie Bourke, CEO/LPI/Plan Reviewer, Inspections Division, City of Portland, Maine
Captain David Petrucci, Portland Fire Department, Code Compliance, Plan Review, Permitting
Craig Messinger, Portland Fire Department

I am pleased to submit documents in support of an application for a construction permit for a tenant improvement project of existing office space at 400 Congress Street on behalf of my client, Kepware Technologies, and the building owner and contractor, A&M Partners.

Project Description:

The proposed project will add approximately 3200 square feet of office space into the existing 3rd floor office of Kepware. The work includes another 545 space within Kepware's existing office space, and 232 sf of common tenant space, for a total project area of 3972 square feet. This new space added to Kepware's footprint was previously an office space for a different tenant, so there is no change to the occupancy or occupant load of the space. The project does not involve changes to the building structure or thermal envelope and primarily involves the replacement of interior finishes, including flooring, ceiling, and painting. A new accessible toilet room and (2) 8'-0 long office kitchenette counters will also be provided. A small amount of work will be required outside the tenant space in order to preserve a means of egress for Tenant "B" (see plans).

The tenant, Kepware Technologies, "develops a wide range of communication and interoperability software solutions for the Automation industry." The office environment is what you would typically find in an information technology office and is unremarkable in terms of materials stored on site, occupant activities, and day to day business operations.

Code Reviews:

The documents include code reviews for both NFPA 101 and IBC 2009. It is important to note that there is no change proposed to the occupancy, occupant load, or extent of existing tenant space. This code review is primarily for the tenant space with the exception of determining the width of the corridor that provide access to the stairs for Tenant "B". I have assumed that code requirements for items such as the common corridors, egress stairs, exit discharge, building type, building height and area limitations, fire ratings, separation of occupancies, and all other code issues that deal with the building beyond the tenant space have been addressed in earlier permits and are outside the scope of this project.

The project has been designed to comply with the ADA technical guidelines. The new toilet room and Kitchenette counters have been designed in accordance with ADA technical guidelines. There is an existing room which has been repurposed as a "quiet room" that is being created from a long abandoned space in the center of the building. It is not practical to reach this room with anything but a stair, but its use is duplicated elsewhere within the office space with rooms that are wheelchair accessible

Submission:

This project has been submitted to the City of Portland for a fast track review. The contractor will submit stamped design drawings for separate permits as required by the following systems: mechanical, plumbing, electrical, suppression, and detection.

I look forward to answering any questions you have

Regards,
Josef Chalats, Architect