



Permitting and Inspections Department Michael A. Russell, MS, Director

### Commercial Interior Alteration Checklist

Reviewed for Code Compliance Permitting and Inspections Department Approved with Conditions

(Including change of use, tenant fit-up\*, amendment and/or interior demolition) 04/24/2018

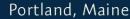
All applications shall include the following (please check and submit all items):

✓	Commercial Interior Alterations Checklist (this form)
✓	General Building Permit Application completed
	<b>Plot plan/site plan</b> showing lot lines, shape and location of all structures, off-street parking areas and noting any dedicated parking for the proposed business
	Proof of Ownership or Tenancy (If tenant, provide lease or letter of permission from landlord. If owner,
	provide deed or purchase and sale agreement if the property was purchased within the last 6 months.)
	<b>Key plan</b> showing the location of the area(s) of renovation within the total building footprint and adjacent tenant uses
	Life Safety Plan drawn to scale, showing egress capacity, any egress windows, occupancy load, travel distances, common path distance, dead end corridor length, separation of exits, illumination and marking of exits,
	portables fire extinguishers, fire separations and any fire alarm or fire sprinklers systems
	Existing floor plans/layouts drawn to scale, including area layout, removals, exits and stairs
	Proposed floor plans/layouts drawn to scale, including dimensions, individual room uses and plumbing fixtures
Сс	ease note: All plans shall be drawn to a measurable scale (e.g., 1/4 inch = 1 foot) and include dimensions. Instruction documents prepared and stamped by a licensed architect or engineer shall be required for rtain projects in accordance with the stated Policy on Requirements for Stamped or Sealed Drawings.
	onal plans may also require the following (As each project has varying degrees of complexity and scope of
work f	for repairs, alterations and renovations, some information may not be applicable. Please check and submit nose items that are applicable to the proposed project.):
,, 	<b>Code information</b> including use classifications, occupant loads, construction type, existing/proposed fire alarm,
	smoke and sprinkler protection systems, egress (exits and windows), fire separation areas and fire stopping
	<b>Demolition plans and details for each story</b> including removal of walls and materials
	<b>Construction and framing details</b> including structural load design criteria and/or non-structural details
	<b>New stairs</b> showing the direction of travel, tread and rise dimensions, handrails and guardrails
	Wall and floor/ceiling partition types including listed fire rated assemblies
	Sections and details showing all construction materials, floor to ceiling heights, and stair headroom
	New door and window schedules (include window U-factors)
	Accessibility features and design details including the Certificate of Accessible Building Compliance
	Project specifications manual
	A copy of the State Fire Marshal construction and barrier free permits. For these requirements visit:
	http://www.maine.gov/dps/fmo/plans/about_permits.html

**Food service occupancies** require additional plans and details for review, such as occupant load per square foot area for tables and chairs, number of fixed bar, banquet and booth seating, equipment and plumbing fixture plans with schedule, hood location and interior finish materials. Accessible seating and counter details shall be included, please refer to this site: <a href="http://www.alphaonenow.org/userfiles/resto\_access\_sheet.pdf">http://www.alphaonenow.org/userfiles/resto\_access\_sheet.pdf</a>

Separate permits are required for internal and external plumbing, electrical installations, heating, ventilating and air conditioning (HVAC) systems, appliances and commercial kitchen hoods.

\*Tenant fit-up: construction necessary within the demising walls of a leased space, including partitions, finishes, fixtures, lighting, power, equipment, etc. making the interior space suitable for the intended occupation.



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# **Certificate of Accessible Building Compliance**

All facilities for the use of a public entity shall be readily accessible by individuals with disabilities.

#### Project Name: Federal ST Stair #2 Repairs Project Address: 11 Temple St Portland, ME Classification: O Title II (State/Local Government) O Title III (Public Accommodation/Commercial Facility) **O** New Building Americans with Disabilities Act (ADA) Maine Human Rights Act (MHRA) □ Barrier Free Certification (\$75,000+ scope of work) State Fire Marshal Plan Review Approval Alteration/Addition Existing Building Completion date: □ Original Building: Addition(s)/Alteration(s): Stair Repairs Americans with Disabilities Act (ADA) Path of Travel O Yes **O**No Maine Human Rights Act (MHRA) Exceeds 75% of existing building replacement cost □ Barrier Free Certification (\$75,000+ scope of work) State Fire Marshal Plan Review Approval **O Occupancy Change/Existing Facility** New Ownership – Readily Achievable Barrier Removal: **O** Residential Americans with Disabilities Act (ADA) Fair Housing Act (4+ units, first occupancy) Maine Human Rights Act (MHRA) Covered Multifamily Dwelling (4+ units) □ Public Housing (20+ units) Uniform Federal Accessibility Standards (UFAS) None, explain: **Contact Information:** Owner: **Design Professional:** Signature Signature (This is a legal document and your electronic signature is considered a legal (This is a legal document and your electronic signature is considered a legal signature per Maine state law.) signature per Maine state law.) **Becker Structural Engineers** Name:

75 York St Portland, ME Address:

Phone: 207-879-1838

Maine Registration #:

Name: City of Portland, Parking Division Address: 389 Congress St Portland, ME Purchasing office, City Hall, Rm103 Phone: 207-874-8654 - Jim Lobley

389 Congress Street/Portland, Maine 04101/ http://portlandmaine.gov /tel: (207) 874-8703/fax: (207) 874-8716



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04/24/2018

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	Portland, Maine	Yes. Life's good here.
	Permitting and Inspections D	Department
	Michael A. Russell, MS, I	Director
		Permitting and Inspections De
	General Building Permit	t Application Approved with Conditio 04/24/2018
roject Address: <u>11</u>	Temple St Portland, ME	
ax Assessor's CBL:	Cost of	f Work: \$89,890.00
C	hart # Block # Lot #	·
	e-family, retail, restaurant, etc.):	
urrent use Parkinc	Garage Past use, if c	aurrantly vacant.
	Past use, in t	currently vacant:
_		•
Commercial	O Multi-Family Residential	One/Two Family Residential
Commercial	O Multi-Family Residential that apply):	One/Two Family Residential
Commercial pe of work (check all New Structure	Multi-Family Residential that apply): Foundation Only	One/Two Family Residential
Commercial	Multi-Family Residential that apply): Foundation Only Fence	One/Two Family Residential
Commercial ype of work (check all New Structure Addition	Multi-Family Residential that apply): Foundation Only	One/Two Family Residential  Change of Ownership - Condo Conversion Change of Use Change of Use - Home Occupation
Commercial ype of work (check all New Structure Addition Alteration	Multi-Family Residential that apply): Foundation Only Fence Pool - Above Ground	One/Two Family Residential
Commercial ype of work (check all New Structure Addition Alteration Amendment	Multi-Family Residential that apply): Foundation Only Fence Pool - Above Ground Pool - In Ground Retaining Wall	One/Two Family Residential  Change of Ownership - Condo Conversion Change of Use Change of Use - Home Occupation Radio/Telecommunications Equipment
Commercial ype of work (check all Addition Alteration Amendment Shed	Multi-Family Residential that apply): Foundation Only Fence Pool - Above Ground Pool - In Ground Retaining Wall re Replacement Windows	One/Two Family Residential  Change of Ownership - Condo Conversion Change of Use Change of Use - Home Occupation Radio/Telecommunications Equipment Radio/Telecommunications Tower
Commercial ype of work (check all New Structure Addition Alteration Amendment Shed Demolition - Structu	Multi-Family Residential that apply): Foundation Only Fence Pool - Above Ground Pool - In Ground Retaining Wall re Replacement Windows	One/Two Family Residential  Change of Ownership - Condo Conversion Change of Use Change of Use - Home Occupation Radio/Telecommunications Equipment Radio/Telecommunications Tower Tent/Stage Wind Tower

SURGAN

including all preparation and application and clean up per the specifications and manufacturers recommendations

Address:		_ Fhone. ()
Contractor Name (if different):		
Address:	Email:	
Lessee/Owner Name (if different): Moravia "Tito" Drice		Phone: (207) 450 - 8354
Address: 188 Presumpscot St	Email:	titomasonry@yahoo.com
Applicant Name: Tito Masonry & Construction LL	C	Phone: (207) 899 - 1839

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:	Moravia	Drice

Date: 3/9/18

This is a legal document and your electronic signature is considered a legal signature per Maine state law.

# Review of this application will not begin until the permit payment is received. This is not a permit. Work may not commence until the permit is issued.

389 Congress Street/Portland, Maine 04101/ http://portlandmaine.gov /tel: (207) 874-8703/fax: (207) 874-8716



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04/24/2018

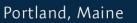
## **Requirements for Electronic Submissions**

In order to ensure the most expedient review of your application, please meet the requirements below for all submissions:

- All applications must be submitted electronically via e-mail to permitting@portlandmaine.gov. Paper applications will not be accepted.
- Drawings sheets shall be submitted individually-- each PDF file shall contain no more than one drawing sheet. Only PDF files are acceptable for plan review, and each file shall not exceed 5MB in size.\*
- Drawing files shall be named based on the drawing sheet number and name. It is recommended to include a Category/Discipline letter (such as A for Architectural), a sheet number and a descriptive title (e.g., A1 Existing Exterior Elevation).
- **Revised file submissions must use the <u>exact same file name</u> as originally submitted.** The Electronic Plan Review software will recognize this submission as Version 2.
- Supporting documents shall be submitted as an individual PDF file for each document (these documents may be multi-page PDF files) and named based on the document type (e.g., "Deed", "Stormwater Report", "Permit Application", etc.). Searchable PDF files are requested for calculations, reports and other supporting documents.
- A graphic scale or a scale to reference shall be included on each drawing sheet.
- Plans prepared by a design professional shall include a Code Analysis sheet, referencing the Maine Uniform Building and Energy Code and Portland City Code, Chapter 10 – Fire Prevention and Protection, which includes National Fire Protection Association (NFPA) 1, Fire Code and NFPA 101, Life Safety Code. Chapter 10 of the City Code can be viewed at: http://www.portlandmaine.gov/citycode/chapter010.pdf.
- Files shall be submitted via email to permitting@portlandmaine.gov. The email subject line shall include the project address and type of permit. Multiple emails may be sent for one project if the files exceed the maximum file size.
- Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.

For further information and to access PDF versions of this and other forms, visit the Permitting and Inspections Department online at <a href="http://portlandmaine.gov/1728/Permitting-Inspections">http://portlandmaine.gov/1728/Permitting-Inspections</a>.

\*To download a free version of Adobe Acrobat Reader, please visit: <u>https://get.adobe.com/reader/</u>





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#### **Electronic Signature and Fee Payment Confirmation**

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: <u>portlandmaine.gov/payyourpermit</u>
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

City of Portland Permitting and Inspections Department 389 Congress Street, Room 315 Portland, Maine 04101

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature:	Dat	e:
		· · · · · · · · · · · · · · · · · · ·

I have provided electronic copies and sent themon:

Date:

**NOTE:** All electronic paperwork must be delivered to <u>permitting@portlandmaine.gov</u> or with a thumb drive to the office.

If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.



### **BUILDING PERMIT SUPPLEMENT**

Important Lead-Safe Building Practices & Resources

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#### 04/24/2018

If you're working on homes, schools or day care centers built pre-1978, you now must be EPA Lead-Safe Certified.

Avoid risk of government fines and civil liability, plus gain competitive advantage as a lead-safe certified contractor.

Submit an application to certify your firm for five years. A one-day Renovation, Repair and Painting (RRP) class will also certify your renovators for five years.



Lead is toxic to adults and especially to children living in a home. Improper removal of lead paint may also poison the person removing it and their family.

- ✓ Keep others, especially children and pregnant women, out of the work area.
- Keep all dust contained inside the work space. Create barriers between the work area and living space.
- ✓ Protect yourself and your workers from dust and debris.
- ✓ Clean up dust in lead-safe ways.

#### RESOURCES

Maine DEP (general lead information)......www.state.me.us/rwm/lead;(800) 452-1942Renovation Repair Painting Classes (RRP)...www.maine.gov/dep/rwm/trainingcal.shtmlInformation for Landlords.....www.maine.gov/dep/rwm/lead/landlords.html

This program is made possible with funding from the Lead Poisoning Prevention Fund, State of Maine.