

Jocelyn Boothe (WBRC AE)

From: Jeanie Bourke <jmb@portlandmaine.gov>
Sent: Tuesday, May 31, 2016 4:28 PM
To: Jocelyn Boothe (WBRC AE)
Subject: Re: 191 Middle Street Fast Track Permit

Hi Jocelyn,

This email serves as confirmation of allowance for this application to follow the fast track process. As this is a retail space, not a commercial office, it technically is not eligible for this process. Due to the minor nature of the work and plans stamped by a design professional this is acceptable.

Please include this email in you application submission to our administrative personnel.

In addition, you will need to submit the Commercial Interior/Change of Use application: <http://me-portland.civicplus.com/DocumentCenter/Home/View/2301> and please follow the electronic submittal criteria here: <http://www.portlandmaine.gov/754/Applications-Fees>

Please note, the plan sheets must be individual pdf files with the sheet number and description.

Let me know if you have any questions.

Best,
Jeanie

Jeanie Bourke
Code Enforcement Officer/Plan Reviewer

City of Portland
Permitting and Inspections Department
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(207)874-8715

On Tue, May 31, 2016 at 2:44 PM, Jocelyn Boothe (WBRC AE) <jocelyn.boothe@wbrcae.com> wrote:

Hi Jeanie,

Attached are the plans and fast track application for the leased space on Middle Street we talked about a few weeks back (my mom's new store fit out). I believe you mentioned that I should forward it to you to look at and then apply on-line, is that correct? Other than the fast track application, which other building permit application form do I need to be submitting? I'll be submitting exterior signage separately once we have shop drawings.

I'll give you a call shortly to follow up on this.

Thanks!

Jocelyn Boothe, AIA

ARCHITECT

Maine Licensed Architect; Also Licensed in DC



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