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Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 06/19/17

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

# Commercial Interior Alteration Checklist

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

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

- [4] **Commercial Interior Alterations Checklist** (this form)
- [4] **General Building Permit Application** completed
- [ ] **Plot plan/site plan** 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.)
- [ ] **Key plan** showing the location of the area(s) of renovation within the total building footprint and adjacent tenant uses
- [ ] **Life Safety Plan** 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** including area layout, removals, exits and stairs
- [4] **Proposed floor plans/layouts** including dimensions, individual room uses and plumbing fixtures

*Please note: Construction documents for projects with a construction cost in excess of $50,000 must be prepared by a design professional and bear their seal.*

**Additional plans may also require the following** *(As each project has varying degrees of complexity and scope of work for repairs, alterations and renovations, some information may not be applicable. Please check and submit only those items that are applicable to the proposed project.):*

- [ ] **Code information** 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
- [ ] **Demolition plans and details for each story** including removal of walls and materials
- [ ] **Construction and framing details** including structural load design criteria and/or non-structural details
- [ ] **New stairs** 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: http://www.alphaonenow.org/userfiles/resto_access_sheet.pdf

**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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# General Building Permit Application

**Project Address:** 425 Fore Street

**Tax Assessor's CBL:** 032 (Chart #) 1041 (Block #) 001 (Lot #) **Cost of Work: $** No increase over original cost

**Proposed use** (e.g., single-family, retail, restaurant, etc.): Business

**Current use:** Mercantile **Past use, if currently vacant:** N/A

(●) **Commercial** ( ) **Multi-Family Residential** ( ) **One/Two Family Residential**

**Type of work (check all that apply):**

| | | |
|---|---|---|
| ☐ New Structure | ☐ Foundation Only | ☐ Change of Ownership - Condo Conversion |
| ☐ Addition | ☐ Fence | ☐ Change of Use |
| ☐ Alteration | ☐ Pool - Above Ground | ☐ Change of Use - Home Occupation |
| ☒ Amendment | ☐ Pool - In Ground | ☐ Radio/Telecommunications Equipment |
| ☐ Shed | ☐ Retaining Wall | ☐ Radio/Telecommunications Tower |
| ☐ Demolition - Structure | ☐ Replacement Windows | ☐ Tent/Stage |
| ☐ Demolition - Interior | ☐ Commercial Hood System | ☐ Wind Tower |
| ☐ Garage - Attached | ☐ Tank Installation/Replacement | ☐ Solar Energy Installation |
| ☐ Garage - Detatched | ☐ Tank Removal | ☐ Site Alteration |

**Project description/scope of work (attach additional pages if needed):**

Amendment to previously issued building permit# 2015-00735 for the installation of non-load bearing walls & kitchen equipment for a small seafood shack.

**Applicant Name:** Mark Mueller Architects **Phone:** (207) 774 - 9057

**Address:** 100 Commercial Street, STE 205, Portland, ME 04101 **Email:** matt@muellerarchitects.com

**Lessee/Owner Name** (if different): Michael Michalski **Phone:** (207) 450 - 7755

**Address:** 3130 Alpine Rd. Suite 288-414, Portola Valley, CA 94028 **Email:** michael@oplobster.com

**Contractor Name** (if different): Michael Michalski **Phone:** (207) 450 - 7755

**Address:** 3130 Alpine Rd. Suite 288-414, Portola Valley, CA 94028 **Email:** michael@oplobster.com

*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: 04/13/17

**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.**

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# Requirements for Electronic Submissions

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

- **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 exact same file name 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 **http://portlandmaine.gov/1728/Permitting-Inspections.**

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

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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: portlandmaine.gov/payyourpermit
- 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: _____ Date: 04/13/17

I have provided electronic copies and sent them on: Date: 04/13/17

**NOTE:** All electronic paperwork must be delivered to permitting@portlandmaine.gov 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.**