Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 02/02/15

PORTLAND MAINE

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Jeff Levine, AICP, Director
Director of Planning and Urban Development

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, upon receipt of an e-mailed invoice from Building Inspections, which signifies that my electronic permit application and corresponding paperwork have been received, determined complete, entered by an administrative representative, and assigned a permit number, I then have the following four (4) payment options:

- [x] to provide an on-line electronic check or credit/debit card (we now accept American Express, Discover, VISA, and MasterCard) payment (along with applicable fees beginning July 1, 2014),
- [ ] call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone,
- [ ] hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall,
- [ ] or deliver a payment method through the U.S. Postal Service, at the following address:

City of Portland
Inspections Division
389 Congress Street, Room 315
Portland, Maine 04101

Once my payment has been received, this then starts the review process of my permit. ***After all approvals have been met and completed, I will then be issued my permit via e-mail.*** No work shall be started until I have received my permit.

Applicant Signature: Ryan Rodel Digitally signed by Ryan Rodel DN: cn=Ryan Rodel, o=Tilson Technology Management, ou, email=rrodel@tilsontech.com, c=US Date: 2014.12.08 11:14:52 -05'00' Date: 12/8/2014

I have provided digital copies and sent them on: Ryan Rodel Digitally signed by Ryan Rodel DN: cn=Ryan Rodel, o=Tilson Technology Management, ou, email=rrodel@tilsontech.com, c=US Date: 2014.12.08 11:15:02 -05'00' Date: 12/8/2014

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

Commercial Interior & Change of Use Permit Application Checklist

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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
- ■ Detail of any new walls or permanent partitions
- ■ Floor plans and elevations
- ■ Window and door schedules
- ■ Complete electrical and plumbing layout.
- ■ Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review
- ■ Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IEEC 2009
- ■ Proof of ownership is required if it is inconsistent with the assessors records. *Lease agreement attached*
- ■ Reduced plans or electronic files in PDF format are required.
- ■ Per State Fire Marshall, all new bathrooms must be ADA compliant.

Most N/A- See attached Construction Drawings

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:

- ☐ 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.

See attached Construction Drawings, proposed work does not alter or increase existing footprint. Colocating on existing structure only.

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)

Building Inspections Division · 389 Congress Street · Portland, Maine 04101 · (207) 874-8703 · FACSIMILE (207) 874-8716 · TTY (207) 874-8936

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Fire Department requirements. *Not Applicable*

The following shall be submitted on a separate sheet:

- ☐ Name, address and phone number of applicant **and** the project architect.
- ☐ Proposed use of structure (NFPA and IBC classification)
- ☐ Square footage of proposed structure (total and per story)
- ☐ Existing and proposed fire protection of structure.
- ☐ Separate plans shall be submitted for
  - a) Suppression system
  - b) Detection System (separate permit is required)
- ☐ 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
- ☐ 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: $25.00 for the first $1000.00 construction cost, $11.00 per additional $1000.00 cost

This is not a Permit; you may not commence any work until the Permit is issued.

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General Building Permit Application

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If you or the property owner owes real estate or personal property taxes or user charges on any within the City, payment arrangements must be made before permits of any kind are accepted.

Address/Location of Construction: One City Center		
Total Square Footage of Proposed Structure:	N/A	
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 32/L/2	**Applicant Name:** Redzone Wireless Address 413 Main St #205 City, State & Zip Rockland, ME 04841	Telephone: (207) 596-5700 Email: jim@redzonewireless.com
Lessee/Owner Name: Same as applicant (if different than applicant) Address: City, State & Zip: Telephone & E-mail:	**Contractor Name:** Tilson Technology Management (if different from Applicant) Address: 245 Commercial St #203 City, State & Zip: Portland, ME 04101 Telephone & E-mail: (207) 358-7472 rrodel@tilsontech.com	Cost Of Work: $ 10,000.00 C of O Fee: $_____ Historic Rev $_____ **Total Fees : $**_____

Current use (i.e. single family) Office building with telecom facilities on roof
If vacant, what was the previous use? _____
Proposed Specific use: Colocating telecom antennas on existing rooftop tower
Is property part of a subdivision? No If yes, please name _____
Project description:
Installation of 3 new LTE antennas on existing mounts at 25' of existing 40' telecom tower on roof

Who should we contact when the permit is ready:	Ryan Rodel, Tilson Technology Management
Address:	245 Commercial St #203
City, State & Zip:	Portland, ME 04101
E-mail Address:	rrodel@tilsontech.com
Telephone:	(207) 358-7472

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: Ryan Rodel Digitally signed by Ryan Rodel DN: cn=Ryan Rodel, o=Tilson Technology Management, ou, email=rrodel@tilsontech.com, c=US Date: 2014.12.08 11:15:21 -05'00' **Date:** 12/8/2014

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