



May 3, 2018

Revised 12Jul18

Code Review

Exterior Renovation - 50 Wharf Street

Reviewed for Code Compliance
Permitting and Inspections Department
Approved with Conditions

07/24/2018

	IBC 2015		NFPA 101 2009	
2 floors above grade	502.1			
Sprinklers		NFPA 13		NFPA 13
Fire Alarm		Required		Required
Smoke and CO Detectors		Smoke and CO detectors required		Smoke and CO detectors required
Egress Stairs	1009.1	Occ. Load >50 = 44" min width	24.2.5.4	36" min. stair width
	1009.1	Occ. Load <=50 = 36" min width	7.2.2.2.1.2(B)	44" min. over 50 occ.
	1003.3	Handrails can protrude into stair 4.5" max	7.2.2.2.1.2	Handrails can protrude into stair 4.5" max
	1005.2	Door Swings may not reduce egress width by > 1/2		
	1009.2	80" min headroom	7.2.2.2.1.1(a)	6'-8" min. headroom
	1009.3	7" max. riser	7.2.2.2.1.1(a)	7" max. riser
	1009.3	11" min Tread depth	7.2.2.2.1.1(a)	11" min. tread
	1009.6	12' max. total rise between floors or landings	7.2.2.2.1.1(a)	12' max. height between landings
Ramps	1010.2	1:12 (8%) Max slope	7.2.5.2(a)	1:12 max. slope
	1010.6	60" long landings at top and bottom		
	1010.6	2% max slope of landings	7.2.5.2(a)	1:48 max. cross slope
	1010.8	>6" rise must have handrails on both sides of ramp		
Accessibility	Ch 11 of IBC 2015 applies			
	Must meet ADA 2010			



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New Commercial Structure and Addition Checklist 07/24/2018

(Including accessory structure, ramp, stair)

All applications shall be submitted online via the Citizen Self Service portal. Refer to the attached documents for complete instructions. The following items shall be submitted for all applications (please check and submit all items):

- Checkboxes for: New Commercial Structures and Additions Checklist, Plot plan/site plan, Stamped boundary survey and copy of final approved site plan, Proof of Ownership, Administrative Authorization Application.

Please note: All plans shall be drawn to a measurable scale (e.g., 1/4 inch = 1 foot) and include dimensions. Construction documents prepared and stamped by a licensed architect or engineer shall be required for certain projects in accordance with the stated Policy on Requirements for Stamped or Sealed Drawings.

Applications for detached accessory structures 120 square feet or less (for storage only) shall also include: One of the following which includes the length, width and height of the structure:

- Checkboxes for: A copy of the brochure from the manufacturer; or A picture or sketch/plan of the proposed shed/structure

Applications for new structures and additions shall also include the following (As each project has varying degrees of complexity and scope of work, some information may not be applicable. Please check and submit only those items that are applicable to the proposed project.)

- Checkboxes for: Complete Code Reviews, Geotechnical report, Structural load design criteria, Statement of Special Inspections, Certificate of Accessible Building Compliance, ComCheck, ResCheck, One complete set of construction drawings with the following: Life safety plan, Foundation, floor and wall structural framing plans, Stair details, Wall/floor/ceiling partition types, Sections and details showing all construction materials, Building Elevations, Door and window schedules, Insulation R-factors, Accessibility features, Complete electrical, plumbing and mechanical plans, Project specifications manual, A copy of the State Fire Marshal construction and barrier free permits.

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



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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: Exterior Ramp Project Address: 50 Wharf Street

Classification: Title II (State/Local Government) Title III (Public Accommodation/Commercial Facility)

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):
Americans with Disabilities Act (ADA)
Path of Travel Yes 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

Occupancy Change/Existing Facility

- New Ownership - Readily Achievable Barrier Removal:

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:

Design Professional: [Signature]

Owner: [Signature]

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

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

Name: Ryan Senatore

Name: [Blank]

Address: 565 Congress St, ste 304
Portland, Maine 04101

Address: [Blank]

Phone: 207-650-6414

Phone: [Blank]

Maine Registration #: 3322



Portland, Maine



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Dear Applicant,

Beginning March 19, 2018, all building permits shall be submitted online via the City of Portland's Citizen Self Service (CSS) portal. Online submission of permit applications will help to streamline the application intake process and will improve transparency for the permitting process. In order to submit an application, you will need to register with CSS using a valid e-mail address. Refer to the instructions on the Citizen Self Service homepage, or via the links at the bottom of this page. Please verify that you have selected the correct permit type and checklist and that you have compiled all the required drawings and documents before beginning the application process.

Please note that our format for application submissions has changed. All application documentation shall be compiled into two PDF files-- one file containing all drawing sheets and a second PDF file containing all supporting documentation. Refer to the Requirements for Electronic Submissions for specific instructions on how to prepare your application submission and to the appropriate checklist for required submission items. The review of your application will not begin until a complete application has been submitted and the permit fee has been paid in full. Work may not commence until the permit has been issued.

If you have questions, please contact the Permitting and Inspections Department at (207) 874-8703 or permitting@portlandmaine.gov. Thank you in advance for your patience as we transition to a new and improved permitting system.

For more information:

[How to Apply for a Permit](#)

[How to Register with CSS](#)

[Permit Type Guide](#)

[Requirements for Electronic Submissions](#)

[Citizen Self Service](#)



07/24/2018

How to Apply for a Permit

All permit applications shall be submitted online through the City of Portland's [Citizen Self Service](#) (CSS) portal. Online submissions will streamline the application intake process and will allow for greater transparency for applicants during the permit review process. You will be able to view the progress of your permit application, pay invoices, resubmit files and request inspections through CSS. Before submitting an application, please read the instructions below:

1. To begin, review the [Permit Type Guide](#) to determine the appropriate permit type and work class for your project.
2. Once you have determined the correct permit type, refer to the corresponding submission checklist and instructions for that permit type.
3. Compile all the required drawings and documentation as listed on the checklist into two PDF files (one file containing all drawing sheets and one file for all supporting documentation).
4. Go to the [CSS website](#) to apply for your permit. If you have not registered with CSS, see the instructions for registering, [here](#).
5. Once you have logged in to CSS, go to Apply and select the correct permit type. For a full list of all permit types, select All, under Permits.
6. Select Apply, next to the correct permit type. This will take you to the online application form.
7. Complete the form. All fields with a red asterisk are required.
 - a. To add a location, click on the plus sign and search for the project address. If the address cannot be found in the search, go to the City's [Parcel Map Viewer](#), to find the correct parcel address (this may be different than your street address or mailing address. Please input a parcel address that is recognized by the system to avoid delays in the intake process). For the Search function, entering less in the Search box will return more results.
 - b. To add a Contact, click the plus sign under the appropriate contact type and search.
 - c. Complete all other relevant and required fields and click Next. Once you've completed all pages of the form, you will have the opportunity to review the information before submitting. Once submitted, you cannot change your application information.
8. After reviewing your application information, click Submit. You will receive an e-mail confirming receipt of your application.
9. Permitting staff will review your application for completeness. You will be notified via e-mail if any items are missing. Upload requested items via CSS Attachments.
10. When the application is complete, you will receive an e-mail directing you to CSS to pay your invoice.
11. Once payment is received, your permit will go into review.



07/24/2018

Requirements for Electronic Submissions

In order to ensure a timely review of the application, please read and follow the requirements below for all submissions:

- **Initial submission files shall be submitted via the Citizen Self Service portal. Before submitting an application, review [How to Apply for a Building Permit](#).**
- **Submissions should include two PDF files—one file containing all drawing sheets and one file containing all other supporting documents.** Only PDF files are acceptable for plan review. Files should be labeled either “Drawings” or “Documents” with the project address included in the file name.
- **Drawing files shall be bookmarked with names 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).
- **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 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>.
- **Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.**
- **Corrections made by City of Portland plan reviewers will be available for the applicant to view by logging into CSS and selecting “eReviews”.**
- **Revisions submitted in response to plan review comments should be uploaded directly in eReview by logging into CSS, going to the permit record and selecting eReviews.**

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>.