

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND

# BUILDING PERMIT

This is to certify that BAYSIDE 1 LLC

Located At 74 ELM ST

Job ID: 2012-03-3525-ALTCOMM

CBL: 033- G-014-001

has permission to Renovate the interior 1st flr, for new tenant, add new door to access alley for staff, not a required egress provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

\_\_\_\_\_  
Fire Prevention Officer

  
\_\_\_\_\_  
Code Enforcement Officer / Plan Reviewer

4/12/12

THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY  
PENALTY FOR REMOVING THIS CARD



## BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

Close In Elec/Plmb/Frame prior to insulate or gyp

Final Inspection

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.



# PORTLAND MAINE

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Acting Director of Planning and Urban Development  
Gregory Mitchell

Job ID: 2012-03-3525-ALTCOMM

Located At: 74 ELM ST

CBL: 033- G-014-001

## **Conditions of Approval:**

### **Zoning**

1. This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
2. Separate permits shall be required for any new signage.

### **Fire**

1. All construction shall comply with City Code Chapter 10.
2. Emergency lights and exit signs are required. Emergency lights and exit signs are required to be labeled in relation to the panel and circuit and on the same circuit as the lighting for the area they serve.
3. Fire extinguishers are required. Installation per NFPA 10.
4. The Fire alarm and Sprinkler systems shall be reviewed by a licensed contractor[s] for code compliance. Compliance letters are required.
5. A separate Fire Alarm Permit is required for new systems; or for work effecting more than 5 fire alarm devices; or replacement of a fire alarm panel with a different model.
6. A separate Suppression System Permit is required for all new suppression systems or sprinkler work effecting more than 20 heads.
7. Sprinkler protection shall be maintained. Where the system is to be shut down for maintenance or repair, the system shall be checked at the end of each day to insure the system has been placed back in service.
8. Non-combustible construction of this structure requires all construction to be Non-combustible.
9. Any cutting and welding done will require a Hot Work Permit from Fire Department.

### **Building**

1. Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.
2. Separate permits are required for any electrical, plumbing, sprinkler, fire alarm, HVAC systems, heating appliances, including pellet/wood stoves, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.

B-3

2012 03 35258



# General Building Permit Application

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

Location/Address of Construction: <u>74 ELM ST PORTLAND</u>		
Total Square Footage of Proposed Structure <sup>(Area)</sup> <u>2124 SF</u>	Square Footage of Lot <u>N/A</u>	
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot#  <u>033 G014 001</u>	Applicant * <b>must</b> be owner, Lessee or Buyer* Name <u>BAYSIDE I LLC</u> Address <u>50 CBRE BOULOS</u> City, State & Zip <u>1 CANAL PLAZA PORTLAND</u>	Telephone: <u>871-1290</u>
Lessee/DBA (If Applicable) <u>LABOR READY</u> <u>NORTHEAST INC</u>	Owner (if different from Applicant) Name <u>RECEIVED</u> Address <u>MAR 16 2012</u> City, State & Zip <u>Dept. of Building Inspections</u> <u>City of Portland Maine</u>	Cost Of Work: \$ <u>11,000.00</u> C of O Fee: \$ <u>N/A</u> Total Fee: \$ <u>180.00</u>
Current legal use (i.e. single family) <u>OFFICE</u> If vacant, what was the previous use? <u>OFFICE</u> Proposed Specific use: <u>OFFICE</u> Is property part of a subdivision? <u>NO</u> If yes, please name _____ Project description: <u>REMOVING INTERIOR NON LOAD BEARING PARTITIONS PER ATTACHED PLAN &amp; CONSTRUCTION OF NEW NON LOAD BEARING PARTITIONS PER PLANS. INSTALLATION OF 2 NEW DOORS. INSTALLATION OF NEW SERVICE</u> →		
Contractor's name: <u>DEA PAINTING</u> (CONT ON REAR)		
Address: <u>105 Portland Rd. Apt 1</u>		
City, State & Zip <u>SAID, ME 04072</u>		Telephone: <u>871-1290 (c)</u>
Who should we contact when the permit is ready: <u>GREG McLELLAR</u>		Telephone: <u>415-7066 (c)</u>
Mailing address: <u>CBRE BOULOS 1 CANAL PLAZA PORTLAND</u>		

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

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](http://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: A. May Date: 3/2/12

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

COUNTER.

NEW EXTERIOR DOOR BEING INSTALLED. THIS DOOR IS NOT A CODE REQUIRED EMERGENCY EGRESS DOOR. THIS DOOR IS BEING INSTALLED AT REQUEST OF TENANT.

1 NEW INTERIOR DOOR 3'x7' HOLLOW CORE WOOD,

1 NEW METAL INSULATED 3'x7' EXTERIOR DOOR.

EXIT & EMERGENCY LIGHTING PER PLAN

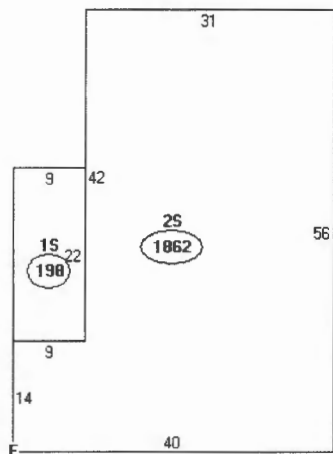
RELOCATE 2 EXISTING SIDE LIGHTS TO REAR OFFICES.

## Scope of work for 74 Elm Street

Demo 6 walls and 4 doors in front area of space  
save 2 side light panels and install on each side of left rear office  
remove door and install wall for public bathroom  
install new entrance through brick wall to enter public bathroom  
install 2 new vanities one in each bathroom  
install new emergency egress to alleyway  
Install crash bar on fence to egress out of alleyway  
install new walls and openings as shown on drawing behind counter  
install new vct on floor in front of counter tenants choice using building standard  
install carpet throughout the office spaces behind the counter tenants choice using building standard  
install new cove base where needed  
2 coats of paint on all walls tenants choice  
2 coats of paint on trim throughout  
fix exterior masonry above main entrance  
fix window to the left of entrance and replace rotted wood

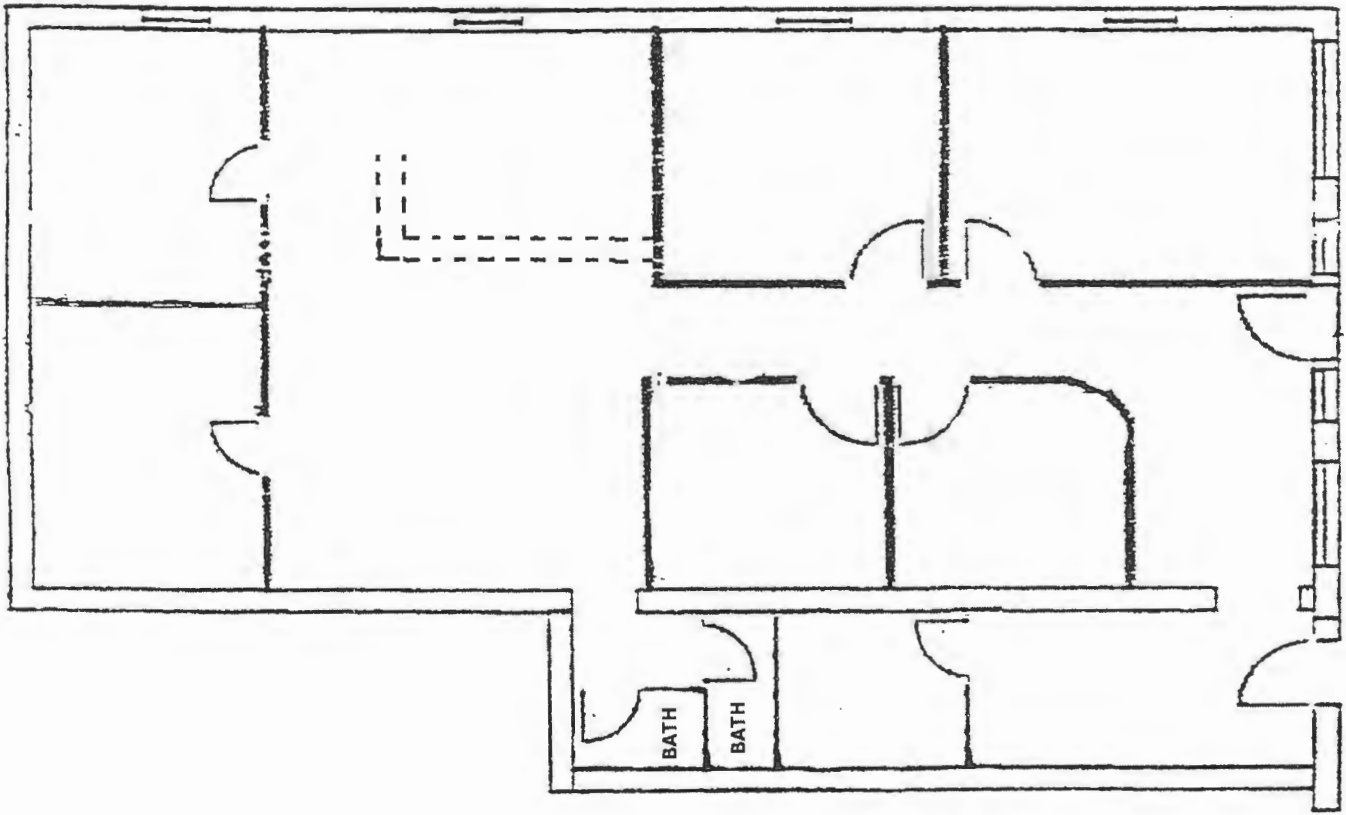






Descriptor/Area	
A: 053	1862 sqft
B: 053	1862 sqft
C: UTILITY BLDG-FRAME	198 sqft
D: 2S	1862 sqft
E: 1S	198 sqft
F: PA1	2890 sqft

INTERIOR WALL  
REMOVAL PLAN



74 Elm Street  
2,124 +/- SF

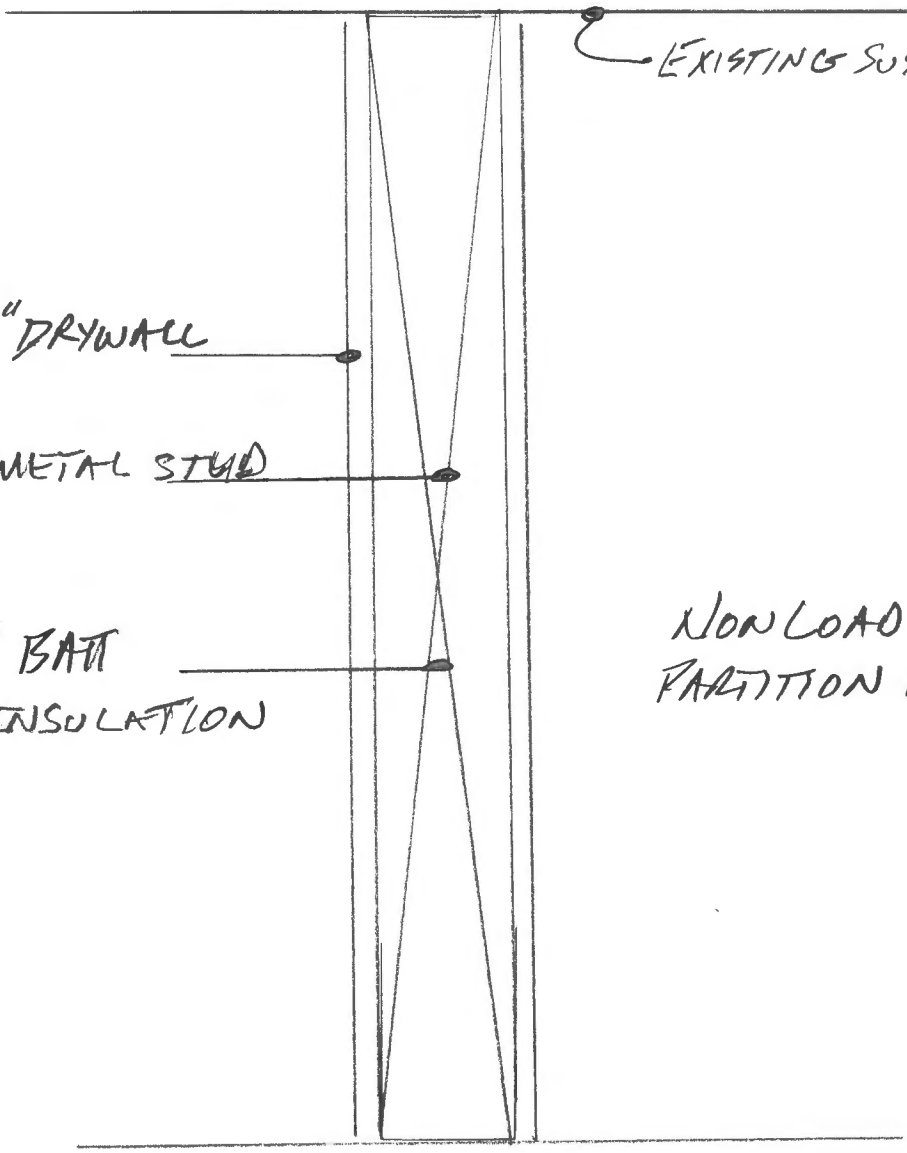
EXISTING SUSPENDED CEILING SYSTEM

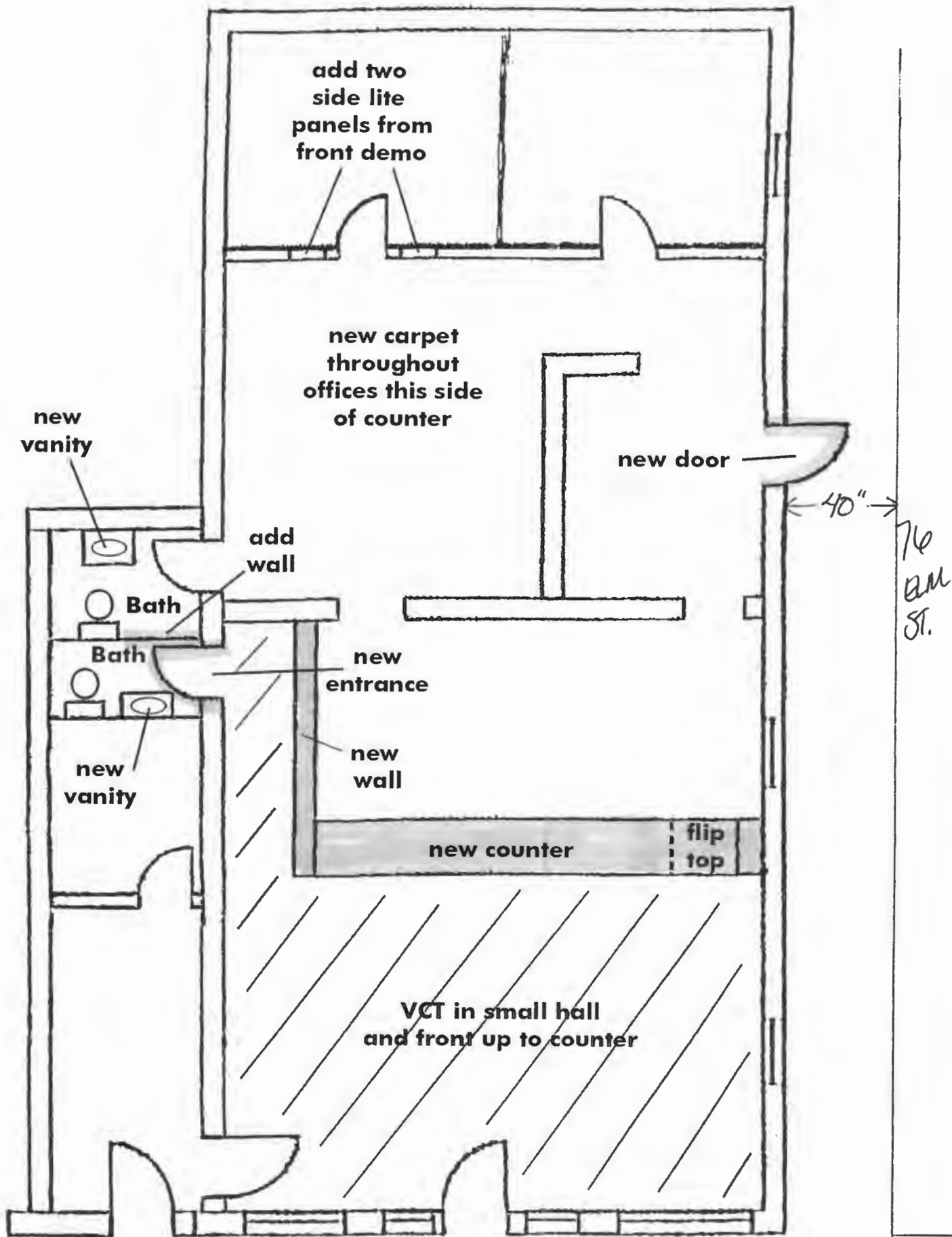
1/2" DRYWALL

3 1/2" METAL STUD

3 1/2" BATT  
INSULATION

NON LOAD BEARING INTERNAL  
PARTITION DETAIL





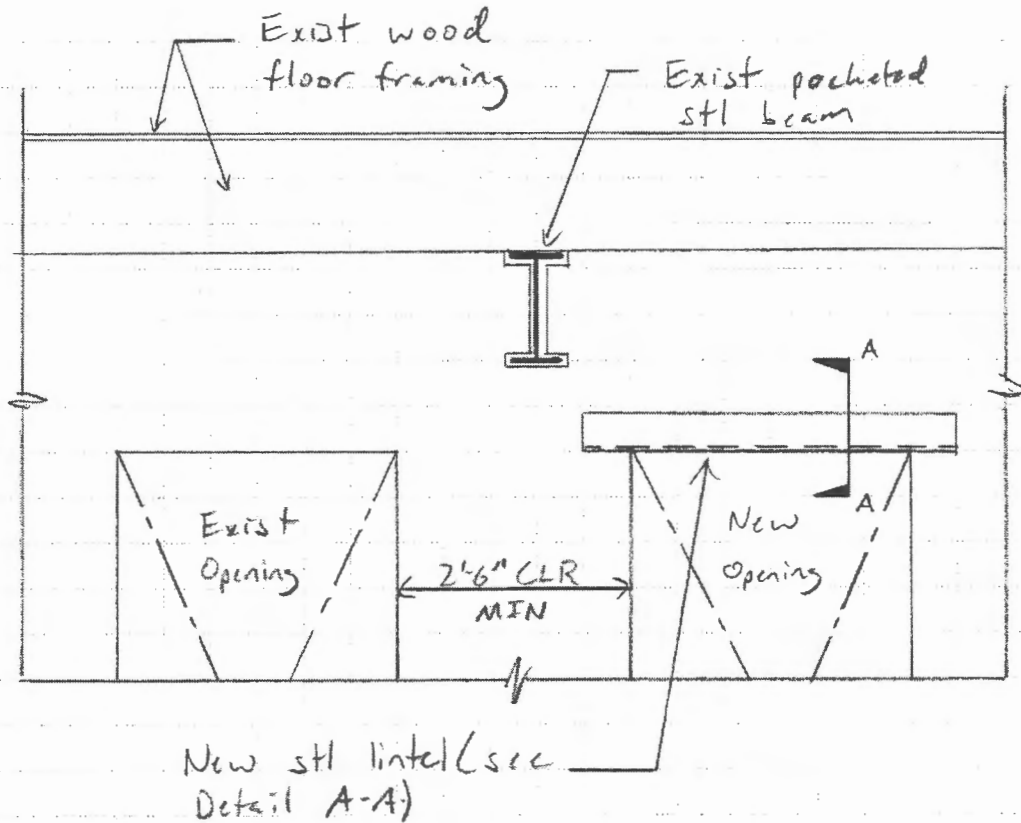
**74 Elm Street**  
**2,124± SF**



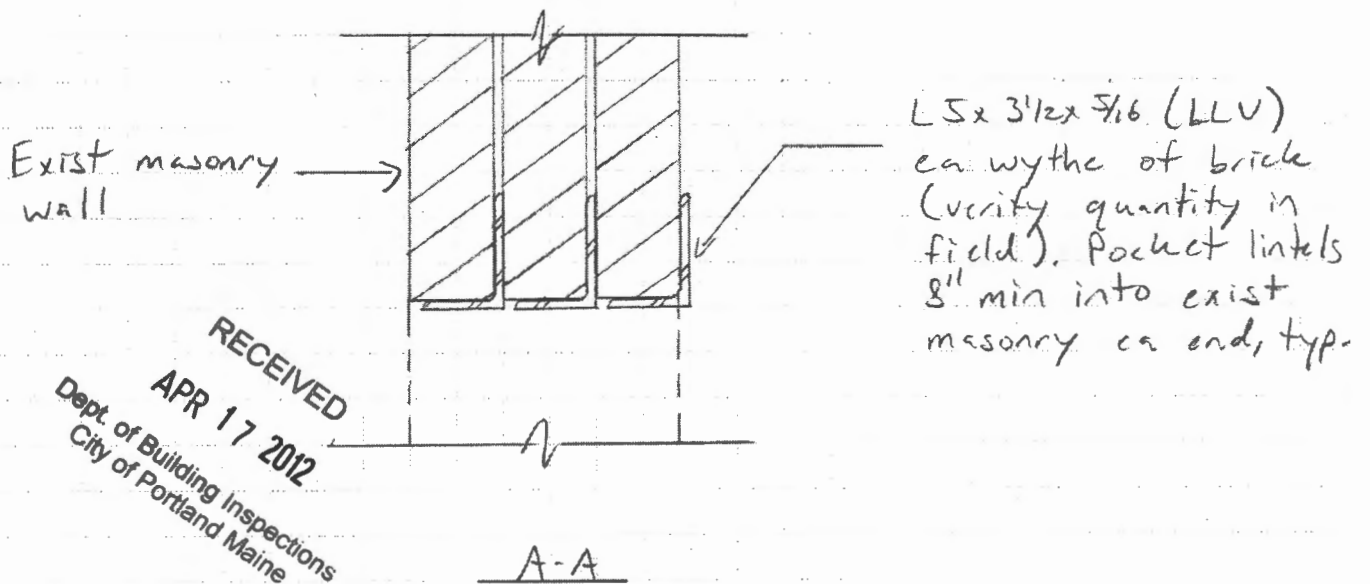
**BECKER**  
STRUCTURAL ENGINEERS

75 York Street, Portland, Maine 04101  
207.879.1838 • beckerstructural.com

Project 74 Elm Street  
W.O. 2819 Sheet 1 of 2  
Calculated by CGW Date 4/16/12  
Checked by — Date —



Partial Elevation of New Interior Opening





**BECKER**

STRUCTURAL ENGINEERS

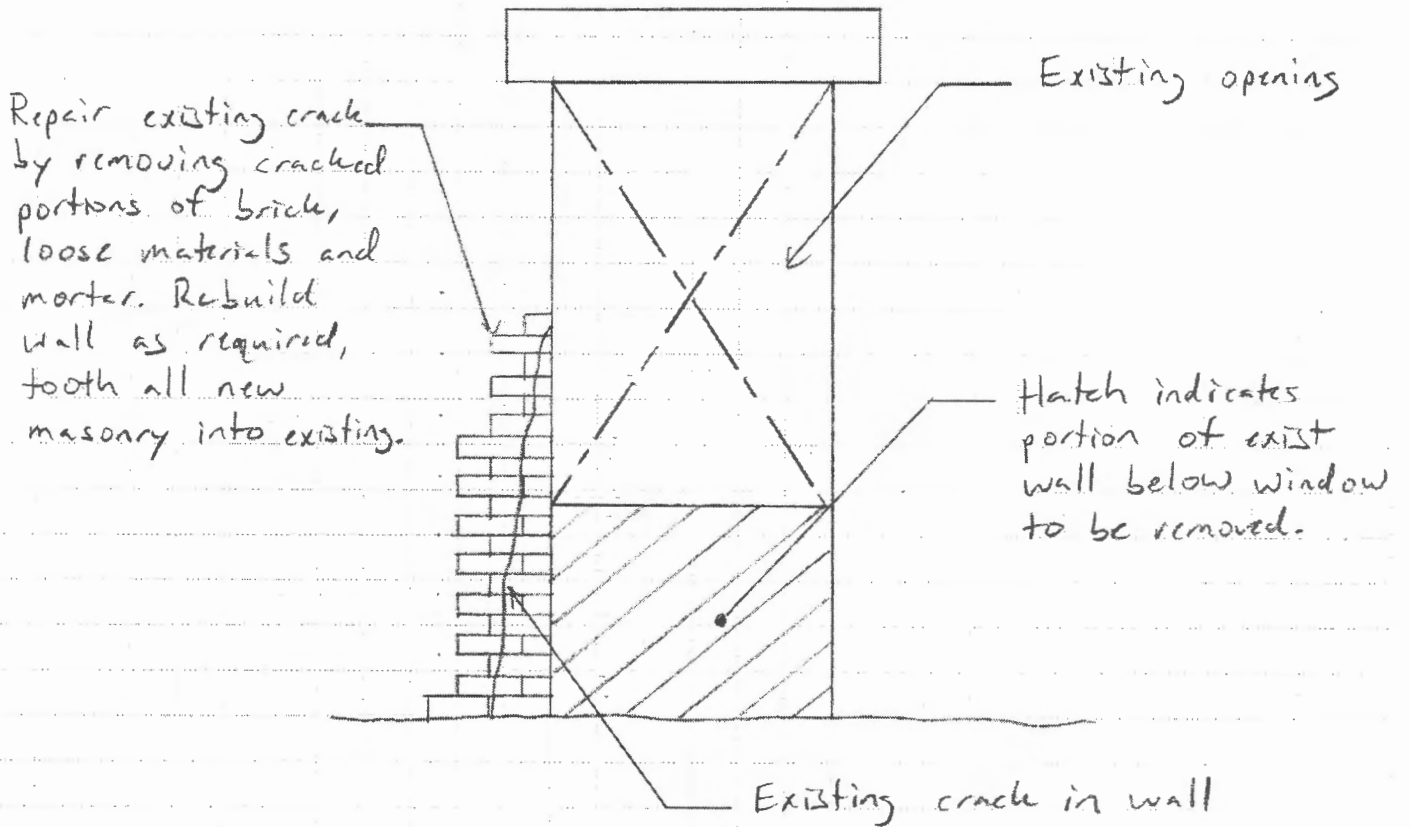
75 York Street, Portland, Maine 04101  
207.879.1838 ■ beckerstructural.com

Project 74 Elm Street

W.O. 2819 Sheet 2 of 2

Calculated by CGW Date 4/16/12

Checked by \_\_\_\_\_ Date \_\_\_\_\_



Partial Elevation of New Exterior Opening

RECEIVED  
APR 17 2012  
Dept. of Building Inspections  
City of Portland Maine



Ann Machado - FW: 74 Elm Street

RECEIVED

**From:** "McKellar, Greg" <gmckellar@Boulos.com>  
**To:** Ann Machado <AMACHADO@portlandmaine.gov>  
**Date:** 3/20/2012 10:09 AM  
**Subject:** FW: 74 Elm Street

MAR 20 2012  
Dept. of Building Inspections  
City of Portland Maine

Hi Ann,

I sent this yesterday but for some reason it didn't seem to work can you confirm that you have received this?

Thanks

Greg

**From:** ttoye3@aol.com [mailto:tttoy3@aol.com]  
**Sent:** Monday, March 19, 2012 4:00 PM  
**To:** McKellar, Greg  
**Cc:** Booth, Amy; Leahy, Jon; DAA@mpmlaw.com  
**Subject:** Re: 74 Elm Street

To The City of Portland, Maine.

Please accept this email as permission from Bayside I, LLC allowing 74 Elm St., to use the alley way of 76 Elm St.  
Thomas A. Toye, III  
Sole Member,  
Bayside I, LLC

-----Original Message-----

**From:** McKellar, Greg <gmckellar@Boulos.com>  
**To:** Tom Toye (tttoy3@aol.com) <tttoy3@aol.com>  
**Cc:** Booth, Amy <ABooth@Boulos.com>; Leahy, Jon <jleahy@Boulos.com>; Drew A. Anderson <DAA@mpmlaw.com>  
**Sent:** Mon, Mar 19, 2012 3:23 pm  
**Subject:** 74 Elm Street

Hi Tom,

The City just called and even though Drew clarified our intentions on the phone they would like a letter or even an email from the Owner of Bayside I LLC stating that you are giving permission to have 74 Elm street use the alleyway belonging to 76 Elm street.

Thanks

Greg

Gregory McKellar | Property Manager  
CBRE | The Boulos Company | Boulos Property Management  
One Canal Plaza | Portland, ME 04101  
T 207.553.1772 | F 207.772.2647 | C 207.415.7066  
[greg.mckellar@cbre.com](mailto:greg.mckellar@cbre.com) | [www.boulos.com](http://www.boulos.com)



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# PORTLAND MAINE

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Receipts Details:

**Tender Information:** Check , BusinessName: Bayside I, LLc, Check Number: 6447  
**Tender Amount:** 180.00

Receipt Header:

**Cashier Id:** gguertin  
**Receipt Date:** 3/16/2012  
**Receipt Number:** 41843

Receipt Details:

Referance ID:	5669	Fee Type:	BP-Constr
Receipt Number:	0	Payment Date:	
Transaction Amount:	180.00	Charge Amount:	180.00
Job ID: Job ID: 2012-03-3525-ALTCOMM - Interior Renovations			
Additional Comments: 74 Elm St.			

Thank You for your Payment!

**Jeanie Bourke - RE: Fwd: Question on a build out**

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**From:** "McKellar, Greg" <gmckellar@Boulos.com>  
**To:** Jeanie Bourke <JMB@portlandmaine.gov>  
**Date:** 4/2/2012 9:57 AM  
**Subject:** RE: Fwd: Question on a build out

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Hi Jeanie,

Do you know the status of the building permit? Any help in that direction would be great

Thanks

Greg

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**From:** Jeanie Bourke [mailto:JMB@portlandmaine.gov]  
**Sent:** Wednesday, March 21, 2012 12:50 PM  
**To:** McKellar, Greg  
**Subject:** Re: Fwd: Question on a build out

FYI from the fire department....sorry for the delay  
 Jeanie

*Jeanie Bourke*  
 CEO/LPI/Plan Reviewer

**City of Portland**  
**Planning & Urban Development Dept./ Inspections Division**  
 389 Congress St. Rm 315  
 Portland, ME 04101  
 jmb@portlandmaine.gov  
 Direct: (207) 874-8715  
 Office: (207) 874-8703

>>> Benjamin Wallace 3/14/2012 1:49 PM >>>

If this is business occupancy 101:39.2.3.2 requires clear width of any corridor or passageway serving an occupant load of 50 or more to be not less than 44 inches. Otherwise it's 36". I'm just guessing but it doesn't look like the occupant load is that high. Do I have the occupancy or occupant load incorrect?

It will require a proper walking surface, illumination and if the building is three or more stories in height egress lighting out to the public sidewalk. We do not have any requirements that this building have rated exterior walls so I don't think the openness requirement is relevant to me.

Ben

>>> Jeanie Bourke 3/12/2012 10:09 AM >>>

Can one of you take a look at this for any issues?

I responded....IBC will allow 15% protected openings per story if there is to 3' < 5' distance to the property line in an unsprinkled building. They will probably need a legal easement and there will be a platform and steps.

Thanks

>>> "McKellar, Greg" <gmckellar@Boulos.com> 3/6/2012 5:18 PM >>>

Hi Jeanie,

We have a prospective tenant who has requested a door be installed on the side of the building leading to the alley way. This is not a means of secondary egress and is not required as such. The tenant just wants to be able to vacate the space and stay in the alleyway if a client gets unruly. I have attached the drawing of the door in question as well as the distance from one building to the other. The distance is 40" and I wanted to know if we can install this and that it will not be a violation when we get an inspection after the construction is complete. Both Properties belong to the same owner Tom Toye. Please feel free to call me on my direct line at 553-1772 or my cell at 415-7066 anytime to discuss

Thanks

Greg

Gregory McKellar | Property Manager  
CBRE | The Boulos Company | Boulos Property Management  
One Canal Plaza | Portland, ME 04101  
T 207.553.1772 | F 207.772.2647 | C 207.415.7066  
[greg.mckellar@cbre.com](mailto:greg.mckellar@cbre.com) | [www.boulos.com](http://www.boulos.com)

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**Jeanie Bourke - Fwd: Re: passageway question**

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**From:** Barbara Barhydt  
**To:** Bourke, Jeanie; Machado, Ann  
**Date:** 4/10/2012 9:25 AM  
**Subject:** Fwd: Re: passageway question  
**CC:** West-Chuhta, Danielle

---

Hi:

I received this from Danielle today and I saw the e-mail from Greg McKellar that states they are putting down a pad at the egress. I also drove by it yesterday and it is being treated as shared passage way with a gate now. This project does not trigger an administrative authorization review and the e-mail appears to be sufficient right title and interest to proceed.

Thank you for checking with me.

Barbara

Barbara Barhydt  
Development Review Services Manager  
Planning Division  
389 Congress Street 4th Floor  
Portland, ME 04101  
(207) 874-8699  
Fax: (207) 756-8256

bab@portlandmaine.gov >>> Danielle West-Chuhta (Danielle West-Chuhta) Tuesday, April 10, 2012 9:21 AM >>>  
If he owns both buildings as Bayside I LLC - I think the e-mail is enough - if it is owned by two different entities - even if he is the sole proprietor of both - then I would want an easement/agreement specifying the ability to use to the passageway (especially since he could sell one building in the future and would want the specifics regarding the passageway spelled out).

Thanks,

Danielle

>>> Barbara Barhydt 4/9/2012 4:33 PM >>>

Hi Danielle:

Jeanne Bourke asked if I needed to do an administrative authorization for a new egress and small platform into a passage way. . I have reviewed some that are more substantial, but the passageway is 40 inches and it is a small step or platform down. Bayside I LLC owns both buildings and the sole proprietor, Tom Toyne has sent an e-mail giving permission for the egress onto the shared passage way.

I don't think this triggers an administrative authorization review, but is the e-mail sufficient permission?

Barbara