Portland, Maine | Yes. Life's good here.

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 11/03/17

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

# General Building Permit Application

**Project Address:** 63 Preble Street

**Tax Assessor's CBL:** _____ _____ _____ **Cost of Work:** $325,000
Chart # Block # Lot #

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

**Current use:** Business **Past use, if currently vacant:** _____

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

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

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

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

The Project consists of approximately 1,315 SF of interior renovations to modify existing space. Work includes interior fit-up, finishes and improvements to building infrastructure (Mechanical, Electrical, Plumbing and Fire Protection)

**Applicant Name:** Charlie Rizza Jr., AIA **Phone:** (207) 773 - 8841

**Address:** 183 Middle Street, Portland, ME 04101 **Email:** crizza@e4harchitecture.com

**Lessee/Owner Name** (if different): Greater Portland Health **Phone:** (207) 874 - 2141

**Address:** 180 Park Avenue, Portland, ME 04102 **Email:** atucker@greaterportlandhealth.org

**Contractor Name** (if different): H.E.Callahan **Phone:** (207) 784 - 6927

**Address:** 2664 Turner Road, Auburn, ME 04212 **Email:** johler@hecallahan.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.*

Authorized on behalf of GPH

Signature: _____ Charles Rizza, AIA Date: Aug. 2, 2017

*This is a legal document and your electronic signature is considered a legal signature per Maine state law.*

**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: Aug. 2, 2017

I have provided ~~electronic~~ hard copies and sent them on: Date: Aug. 3, 2017

**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.**