

September 18, 2012

Jeanie Bourke, Code Enforcement Officer, Plan Reviewer
City of Portland, Maine

Dear Ms. Bourke:

Attached are a set of architectural drawings for a project for which I am representing Winxnet, a company based in Portland and currently residing at 64 Marginal Way. The company is moving its office across the street to 64 Marginal Way (the Triple A building). They are taking over the space currently occupied by Greater Portland Council of Governments on the fourth floor of the building. The other tenant on this floor is Portland Foot and Ankle.

The office provides 5119 gross square feet of office space. The existing configuration of offices and circulation will remain mostly unchanged. A few walls will be demolished to make space for a larger room containing work stations, and a large room partitioned with a new wall to make two smaller spaces. The work also includes providing an aluminum framed glazing system at several locations in walls where increased transparency is desired. Additional work includes patching and replacing portions of the ceiling affected by the floor plan changes, replacement of carpet and changing interior finishes and ceiling in the main conference room.

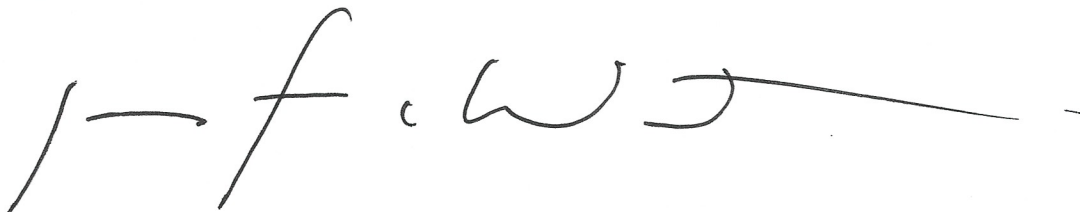
The work will not change the use, size, or occupant load of the existing office. I have attached the permit from the State Fire Marshal's Office, along with the drawings that show the location of life safety devices, and compliance with barrier free requirements. The tenant, Winxnet, will begin their occupancy on November 1, 2012. They are in the process of selecting a builder, and their intention is to begin construction on that day. I hope that I have submitted the plans far enough in advance to obtain a permit by that day. Please contact me by cell phone or email if you have any questions.

The contact person at Winxnet for this project is Suzanne Bryan, Operations.

Suzanne Bryan, Operations
sbryan@winxnet.com
Direct: 207.518.9670

Thanks for your help. I look forward to hearing from you.

Regards, Joe





STATE OF MAINE - DEPARTMENT OF PUBLIC SAFETY
OFFICE OF STATE FIRE MARSHAL
45 COMMERCE DR STE 1
AUGUSTA, ME 04333-0001

Construction Permit

No.20932

In accordance with the provisions of M.R.S.A. Title 25, Chapter 317, Sec.317 and Title 5, Section 4594-F, permission is hereby granted to construct or alter the following referenced building according to the plans hitherto filed with the Commissioner and now approved. No departure from application form/plans shall be made without prior approval in writing. Nothing herein shall excuse the holder of this permit for failure to comply with local ordinances, zoning laws, or other pertinent legal restrictions.

Each permit issued shall be displayed at the site of construction.

Building: WINXNET TENANT FIT-UP 4TH FLOOR
Location: 68 MARGINAL WAY, PORTLAND, ME 04101-2444
Owner: MICHAEL WILLIAMS
Owner Address: 84 MARGINAL WAY, PORTLAND, ME 04101-2443

Occupancy Type: Business
Secondary Use:
Sprinkler System
Fire Alarm System
Barrier Free
Construction Mode: Renovation
Unprotected Noncombustable: Type II (000)
Final Number of Stories: 5

Permit Date: 08/27/2012

Expiration Date: 02/26/2013

A handwritten signature in cursive script, reading "John E. Moran".

COMMISSIONER OF PUBLIC SAFETY

Copy 1 - Owner



General Building Permit Application

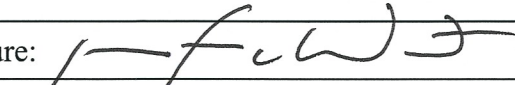
If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: 68 Marginal Way, 4th Floor, Portland Maine, 04101		
Total Square Footage of Proposed Structure/Area Gross interior floor area to be renovated: 5119 SF		Square Footage of Lot
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 034A A 002	Applicant * must be owner, Lessee or Buyer* Name Mr. Michael Williams Address Winxnet, 84 Marginal Way, 5th Floor City, State & Zip Portland Maine, 04101	Telephone: 1 800 808 1642
Lessee/DBA (If Applicable) Mr. Michael Williams Winxnet, 84 Marginal Way Portland, Maine, 04101	Owner (if different from Applicant) Name Jim Hanley, Address Capital Servicing, Inc. 50 Portland Pier City, State & Zip Portland, ME 04101	Cost Of Work: \$ 95,000 C of O Fee: \$ _____ Total Fee: \$ _____
Current legal use (i.e. single family) <u>Business Office, Greater Portland Council of Governments</u> If vacant, what was the previous use? _____ Proposed Specific use: <u>Business Office, Winxnet</u> Is property part of a subdivision? No If yes, please name _____ Project description: The project will make minor modifications to the existing layout, including the removal of existing walls, provision of new walls, new interior finishes and new interior doors. The work also includes the renovation of the kitchen cabinets at the Break Room		
Contractor's name: <u>To be determined</u> Address: _____ City, State & Zip _____ Telephone: _____ Who should we contact when the permit is ready: <u>Suzanne Bryan</u> Telephone: <u>207.518.9670</u> Mailing address: <u>Winxnet, 64 Marginal Way, 5th Floor, Portland, Maine, 04101</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, 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:  Date: **September 18, 2012**

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



Certificate of Design Application

From Designer: Josef Chalatz, Architect

Date: September 18, 2012

Job Name: Winxnet Tenant Fit-Up

Address of Construction: 68 Marginal Way

2009

~~2003~~ International Building Code

Construction project was designed to the building code criteria listed below:

Building Code & Year 2009 Use Group Classification (s) Use Group B (Business) (UNCHANGED)

Type of Construction (UNCHANGED)

Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2003 IRC yes

Is the Structure mixed use? no If yes, separated or non separated or non separated (section 302.3) _____

Supervisory alarm System? yes Geotechnical/Soils report required? (See Section 1802.2) no

Structural Design Calculations

not required Submitted for all structural members (106.1 – 106.11)

Design Loads on Construction Documents (1603)

Uniformly distributed floor live loads (7603.11, 1807)

Floor Area Use	Loads Shown
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Wind loads (1603.1.4, 1609)

_____ Design option utilized (1609.1.1, 1609.6)

_____ Basic wind speed (1809.3)

_____ Building category and wind importance Factor, I_w
table 1604.5, 1609.5)

_____ Wind exposure category (1609.4)

_____ Internal pressure coefficient (ASCE 7)

_____ Component and cladding pressures (1609.1.1, 1609.6.2.2)

_____ Main force wind pressures (7603.1.1, 1609.6.2.1)

Earth design data (1603.1.5, 1614-1623)

_____ Design option utilized (1614.1)

_____ Seismic use group ("Category")

_____ Spectral response coefficients, S_D s & S_D1 (1615.1)

_____ Site class (1615.1.5)

_____ Live load reduction

_____ Roof *live* loads (1603.1.2, 1607.11)

_____ Roof snow loads (1603.7.3, 1608)

_____ Ground snow load, P_g (1608.2)

_____ If $P_g > 10$ psf, flat-roof snow load P_f

_____ If $P_g > 10$ psf, snow exposure factor, C_e

_____ If $P_g > 10$ psf, snow load importance factor, I_s

_____ Roof thermal factor, C_t (1608.4)

_____ Sloped roof snowload, P_s (1608.4)

_____ Seismic design category (1616.3)

_____ Basic seismic force resisting system (1617.6.2)

_____ Response modification coefficient, R_f and
deflection amplification factor C_d (1617.6.2)

_____ Analysis procedure (1616.6, 1617.5)

_____ Design base shear (1617.4, 1617.5.1)

Flood loads (1803.1.6, 1612)

_____ Flood Hazard area (1612.3)

_____ Elevation of structure

Other loads

_____ Concentrated loads (1607.4)

_____ Partition loads (1607.5)

_____ Misc. loads (Table 1607.8, 1607.6.1, 1607.7,
1607.12, 1607.13, 1610, 1611, 2404)



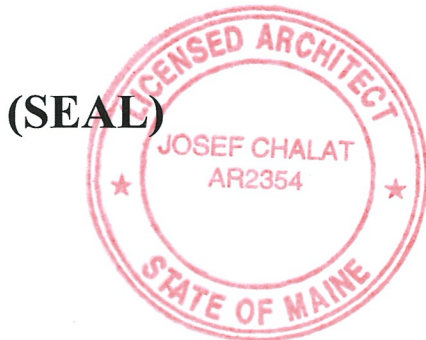
Accessibility Building Code Certificate

Designer: Josef Chalot, Architect

Address of Project: 68 Marginal Way, 4th Floor

Nature of Project: Minor modifications to existing office space for new tenant

The technical submissions covering the proposed construction work as described above have been designed in compliance with applicable referenced standards found in the Maine Human Rights Law and Federal Americans with Disability Act. Residential Buildings with 4 units or more must conform to the Federal Fair Housing Accessibility Standards. Please provide proof of compliance if applicable.



Signature: JFCWJ

Title: architect

Firm: Josef Chalot, Architect

Address: 327 Ocean House Road
Cape Elizabeth ME 04107

Phone: 207 318 3234

For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov



Certificate of Design

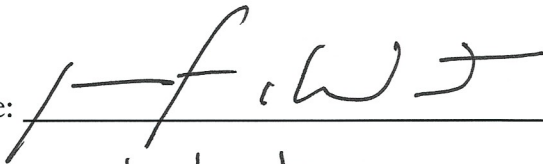
Date: September 18, 2012

From: _____

These plans and / or specifications covering construction work on:

Winxnet Tenant Fit-Up at 68 Marginal Way
4th Floor, Portland Maine, 04101

Have been designed and drawn up by the undersigned, a Maine registered Architect / Engineer according to the **2003 International Building Code** and local amendments.

Signature: 

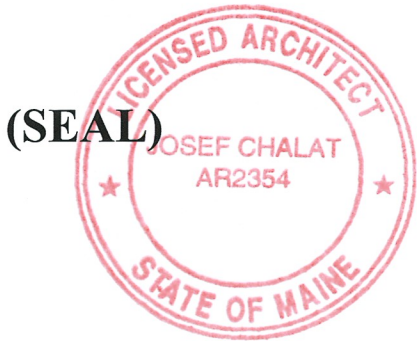
Title: architect

Firm: Josef Chalatz, Architect

Address: 327 Ocean House Rd

Cape Elizabeth ME 04107

Phone: 207 318 3234



For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov



Commercial Interior & Change of Use Permit Application Checklist

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 IECC 2003
- Proof of ownership is required if it is inconsistent with the assessors records.
- Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".
- Per State Fire Marshall, all new bathrooms must be ADA compliant.

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. **NO CHANGE IN OFFICE SIZE**
- 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.

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)

Fire Department requirements.

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: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost

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