Inspections Division
Date: 05/20/14

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

Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

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.

- NA ☐ Cross sections w/framing details
- ☑ Detail of any new walls or permanent partitions
- ☑ Floor plans and elevations
- NA ☐ Window and door schedules
- NA ☐ Complete electrical and plumbing layout. BY DESIGN BUILD MEP SUB-CONTRACTOR
- NA ☐ Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review
- NA ☐ Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IEEC 2009
- NA ☐ 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".
- NA ☐ 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.
- ☐ 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)

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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.

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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, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- ( ) Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.
- ( ) I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature: Date: 5/9/2014

I have provided digital copies and sent them on: Date: 5/9/2014

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

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Date: 05/20/14

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.

Address/Location of Construction: 84 Marginal Way, Portland, ME 04101

Total Square Footage of Proposed Structure: 834 SF interior fit up on 9th floor

Tax Assessor's Chart, Block & Lot
Chart# 034A
Block# B001
Lot# 001

Applicant Name: Jessica Johnson, AIA, LEED AP
Address: Canal 5 Studio, One Canal Plaza
City, State & Zip: Portland, ME 04101
Telephone: 207-553-2115
Email: jjohnson@canal5studio.com

Lessee/Owner Name: CAPITAL LLC
(if different than applicant)
Address: 50 Portland Pier, Suite 400
City, State & Zip: Portland, ME 04104
Telephone & E-mail: (800) 347-1080/jhanley@capserving.com

Contractor Name: Monaghan Woodworks
(if different from Applicant)
Address: 100 Commercial Street
City, State & Zip: Portland, ME 04101
Telephone & E-mail: (207) 775-2683/bfinlay@mwoodworks.com

Cost Of Work: $ 46,000
C of O Fee: $
Historic Rev $
Total Fees : $ 480.00

Current use (i.e. single family) Business/Medical office
If vacant, what was the previous use?
Proposed Specific use: Executive office space as shown on plans
Is property part of a subdivision? ___ If yes, please name
Project description:
Renovation of existing administrative space to become Executive suite as shown on plans.

Who should we contact when the permit is ready: Brady Finlay
Address: Monaghan Woodworks, 100 Commerical Street
City, State & Zip: Portland, ME 04101
E-mail Address: bfinlay@mwoodworks.com
Telephone: 207-775-2683

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: **Date:** 5/9/2014

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