PORTLAND M

Strengthening a Remarkable City, Building a Community for Li

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 10/09/14

Jeff Levine, AICP, Director
Director of Planning and Urban Development

Tammy Munson
Director, Inspections Division

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:

[4] 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: Matt Provencal, Assoc. AIA Date: July 22, 2014

I have provided digital copies and sent them on: Date: July 22, 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.

New Commercial
Permit Application Checklist

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

All of the following information is required and must be submitted. Checking off each item as y application package will ensure your package is complete and will help to expedite the permitti

Date: 10/09/14

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
- ☐ Foundation plans with rebar specifications and required drainage and damp proofing (if applicable)
- ☐ Detail egress requirements and fire separations
- ☐ Insulation R-factors of walls, ceilings, floors and U-factors of windows as per the IEEC 2009
- ☐ Complete the Accessibility Certificate and The Certificate of Design
- ☐ A statement of special inspections as required per the IBC 2009
- ☐ Complete electrical and plumbing layout.
- ☐ Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment (air handling) or other types of work that may require special review.
- ☐ 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 & external plumbing, HVAC and electrical installations.

Nine (9) copies of the minor (< 10,000 sf) or major (> 10,000 sf) site plan application is required that includes:

- ☐ A stamped boundary survey to scale showing north arrow, zoning district and setbacks to a scale of ≥ 1" = 20' on paper ≥ 11" x 17"
- ☐ The shape and dimension of the lot, footprint of the proposed structure and the distance from the actual property lines. Photocopies of the plat or hand draw footprints not to scale will not be accepted.
- ☐ Location and dimensions of parking areas and driveways, street spaces and building frontage
- ☐ Finish floor or sill elevation (based on mean sea level datum)
- ☐ Location and size of both existing utilities in the street and the proposed utilities serving the building
- ☐ Existing and proposed grade contours
- ☐ Silt fence (erosion control) locations

Building Inspections Division · 389 Congress Street · Portland, Maine 04101 · (207) 874-8703 · FACSIMILE (207) 874-8716 · TTY (207) 874-8936

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 10/09/14

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.

General Building Permit Applicatic

If you or the property owner owes real estate or personal property taxes or user cl
within the City, payment arrangements must be made before permits of any

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Address/Location of Construction: 102 Portland Street

Date: 10/09/14

Total Square Footage of Proposed Structure:

Tax Assessor's Chart, Block & Lot	**Applicant Name:** Mark Mueller Architects	Telephone:
Chart# 036 Block# H001 Lot# 001	Address: 100 Commercial St - Suite 205 City, State & Zip: Portland, Maine 04101	207.774.9057 Email: matt@muellerarchitects.com
Lessee/Owner Name: Lone Palm LLC (if different than applicant) Address: 217 Commercial St - Suite 500 City, State & Zip: Portland, Maine 04101 Telephone & E-mail: tom@federlemahoney.com - 207.899.0155	**Contractor Name:** N/A (if different from Applicant) Address: -- City, State & Zip: -- Telephone & E-mail: --	Cost Of Work: $ 5,000.00 C of O Fee: $ Historic Rev $ **Total Fees : $** 70.00

Current use (i.e. single family) Multi-Family (7 Units - 5 Legal)
If vacant, what was the previous use? N/A
Proposed Specific use: Multi-Family (7 Units - All legal)
Is property part of a subdivision? ____ If yes, please name N/A
Project description: The existing building has 7 apartments, 5 of which are legal. This project is to make the remaining 2 apartment units legal. No work is proposed other than a fire rated ceiling as noted within the drawing set.

Who should we contact when the permit is ready: Matt Provencal, Assoc. AIA - Mark Mueller Architects

Address: 100 Commercial Street - Suite 205

City, State & Zip: Portland, Maine 04101

E-mail Address: matt@muellerarchitects.com

Telephone: 207.774.9057

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: Matt Provencal, Assoc. AIA **Date:** July 18, 2014

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