Inspections Division
Date: 06/05/17

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

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

Commercial Interior Alteration Checklist

(Including change of use, tenant fit-up*, amendment and/or interior demolition)

All applications shall include the following (please check and submit all items):

- ✓ **Commercial Interior Alterations Checklist** (this form)
- ✓ **General Building Permit Application** completed

Plot plan/site plan showing lot lines, shape and location of all structures, off-street parking areas and noting any dedicated parking for the proposed business

Proof of Ownership or Tenancy (If tenant, provide lease or letter of permission from landlord. If owner, provide deed or purchase and sale agreement if the property was purchased within the last 6 months.)

Key plan showing the location of the area(s) of renovation within the total building footprint and adjacent tenant uses

Life Safety Plan showing egress capacity, any egress windows, occupancy load, travel distances, common path distance, dead end corridor length, separation of exits, illumination and marking of exits, portables fire extinguishers, fire separations and any fire alarm or fire sprinklers systems

- ✓ **Existing floor plans/layouts** including area layout, removals, exits and stairs

Proposed floor plans/layouts including dimensions, individual room uses and plumbing fixtures

Please note: Construction documents for projects with a construction cost in excess of $50,000 must be prepared by a design professional and bear their seal.

Additional plans may also require the following *(As each project has varying degrees of complexity and scope of work for repairs, alterations and renovations, some information may not be applicable. Please check and submit only those items that are applicable to the proposed project.):*

Code information including use classifications, occupant loads, construction type, existing/proposed fire alarm, smoke and sprinkler protection systems, egress (exits and windows), fire separation areas and fire stopping

- ✓ **Demolition plans and details for each story** including removal of walls and materials

Construction and framing details including structural load design criteria and/or non-structural details

New stairs showing the direction of travel, tread and rise dimensions, handrails and guardrails

Wall and floor/ceiling partition types including listed fire rated assemblies

Sections and details showing all construction materials, floor to ceiling heights, and stair headroom

New door and window schedules (include window U-factors)

Accessibility features and design details including the Certificate of Accessible Building Compliance

Project specifications manual

A copy of the State Fire Marshal construction and barrier free permits. For these requirements visit: http://www.maine.gov/dps/fmo/plans/about_permits.html

Food service occupancies require additional plans and details for review, such as occupant load per square foot area for tables and chairs, number of fixed bar, banquet and booth seating, equipment and plumbing fixture plans with schedule, hood location and interior finish materials. Accessible seating and counter details shall be included, please refer to this site: http://www.alphaonenow.org/userfiles/resto_access_sheet.pdf

Separate permits are required for internal and external plumbing, electrical installations, heating, ventilating and air conditioning (HVAC) systems, appliances and commercial kitchen hoods.

*Tenant fit-up: construction necessary within the demising walls of a leased space, including partitions, finishes, fixtures, lighting, power, equipment, etc. making the interior space suitable for the intended occupation.

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General Building Permit Application

Project Address: 44-46 Forest Avenue 173 High Street

Tax Assessor's CBL: 037 (Chart #) E006 (Block #) 008 (Lot #) **Cost of Work: $** 500

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

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

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

Type of work (check all that apply):

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

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

The project includes demolition of 2 interior doors and 2 non-load bearing interior walls within a tenant space at 44-46 Forest Avenue.

Applicant Name: Aaron Jones **Phone:** (207) 272 - 4910

Address: 77 Oak Street, Portland, Maine 04101 **Email:** aaron@structuralinteg.com

Lessee/Owner Name (if different): _____ **Phone:** (____) _____ - _____

Address: _____ **Email:** _____

Contractor Name (if different): _____ **Phone:** (____) _____ - _____

Address: _____ **Email:** _____

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: 05/22/17

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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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: 05/22/17

I have provided electronic copies and sent them on: Date: 05/22/17

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.

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FAST TRACK ELIGIBLE PROJECTS
SCHEDULE B

(Please note: The appropriate Submission Checklist and General Building Permit Application must be submitted with any Fast Track application.)

Type of Work:

One/two family renovations within existing shell, including interior demolition and windows.
One/two family HVAC, including boiler, furnace, heating appliance, pellet or wood stove.
One/two family exterior propane tank.
Commercial HVAC for boiler, furnace, and heating appliance.
Commercial HVAC system with structural and mechanical stamped plans.
✓ Commercial interior demolition – no load bearing demolition.
Temporary outdoor tents and stages less than 750 square feet.
Temporary construction trailer.

Zone: B3c

Shoreland zone?	○ Yes	◉ No
Stream protection zone?	○ Yes	◉ No
Historic district?	○ Yes	◉ No
Flood zone (if known)?	○ Yes	◉ No

This information may be found on the city's online map portal at: http://click.portlandmaine.gov/gisportal/

I certify that (all of the following must be initialed for this application to be accepted):

	Initials
• I am not expanding the building, including footprint, floor area, or dormer.	ACJ
• I am the owner or authorized owner's agent of the property listed below.	ACJ
• I am aware that this application will not be reviewed for determination of the zoning legal use and the use may not be in compliance with City records.	ACJ
• I assume responsibility for compliance with all applicable codes, bylaws, rules and regulations.	ACJ
• I assume responsibility for scheduling inspections of the work as required, and agree that the inspector may require modifications to the work completed if it does not meet applicable codes.	ACJ

Project Address: 44-46 Forest Avenue

Print Name: Aaron Jones Date: 05/22/17

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