

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

This is to certify that Adam Valente RB Portland LLC

Located At 157 HIGH

Job ID: 2011-04-825-CH OF USE

CBL: 037 - - E - 007 - 001 - - - - -

has permission to Convert 50 SRO units to Hotel Guest Rooms

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

Fire Prevention Officer

Mary Schumaker 4/27/11

Code Enforcement Officer / Plan Reviewer

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY.
PENALTY FOR REMOVING THIS CARD**

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: buildinginspections@portlandmaine.gov

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

1.

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.

City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, FAX: (207) 8716

Job No: 2011-04-825-CH OF USE	Date Applied: 4/14/2011	CBL: 037 - - E - 007 - 001 - - - - -	
Location of Construction: 157 HIGH ST	Owner Name: Adam Valente @ RB Portland LLC	Owner Address: 4100 Regent Suite G ST COLUMBUS, OH - OHIO 43219	Phone: 614-246-2400
Business Name: Eastland Park Hotel	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name:	Phone:	Permit Type: CHUSE-COMM - Change of Use Commercial	Zone: B-3
Past Use: Hotel with accessory restaurants and uses and 50 Dwelling Units	Proposed Use: To Change the use to discontinue the 50 recognized Dwelling Unit - Remaining Use will be Hotel with accessory restaurants and uses	Cost of Work: \$1000.00	CEO District:
		Fire Dept: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> N/A	Inspection: Use Group: Type: Signature: <i>W/A</i>
Proposed Project Description: Eastland Park Hotel 157 High St to remove the 50 residential d.u.		Pedestrian Activities District (P.A.D.)	

Permit Taken By: Lannie	Zoning Approval		
<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building Permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False informatin may invalidate a building permit and stop all work.</p>	Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetlands <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM Date: <i>OK with conditions</i> <i>9/4/21/11</i>	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	Historic Preservation <i>within</i> <input type="checkbox"/> Not in Dist or Landmark <input type="checkbox"/> Does not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied <i>may exterior work requires A separate review and approval</i> Date:
	CERTIFICATION		

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHON



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Director of Planning and Urban Development
Penny St. Louis

Job ID: 2011-04-825-CH OF USE

Located At: 157 HIGH

CBL: 037 - - E - 007 - 001 - - - -

Conditions of Approval:

Zoning

1. This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work. It is understood that this permit is for the change of use to eliminate the recognized 50 residential dwelling units. It is further understood that there will be future permit(s) for the work associated with these eliminated units. Certificate of Occupancy permits will be required at such time work has been completed.
2. ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within an Historic District.
3. This property shall remain a Hotel use with all associated accessory uses such as restaurants with the issuance of this permit and subsequent issuance of Certificates of Occupancy. Any change of use shall require a separate permit application for review and approval.
4. It is the responsibility of the applicant to be sure that all required reviews and approvals are completed in the Planning Division prior to the finality of this Change of Use permit.

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Planning and Urban Development Department
Penny St. Louis, Director

April 28, 2011

Attorney Kenneth Krebs
Rockbridge Capital LLC
4100 Regent Street, Suite G
Columbus, Oh 43219

Re: RB Portland LLC/ Eastland Hotel

Dear Attorney Krebs:

Enclosed please find the approved Change of Use permit for which you applied on April 13, 2011. Thank you for your attention to this matter.

Sincerely,


Penny St. Louis



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: <u>EASTLAND PARK HOTEL - 157 HIGH STREET PORTLAND, ME 04101</u>		
Total Square Footage of Proposed Structure/Area <u>N/A - Proposed Conversion DOES NOT Require Expansion</u>	Square Footage of Lot <u>46,379</u>	Number of Stories <u>12</u>
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>37 E 7</u>	Applicant *must be owner, Lessee or Buyer* Name <u>RB PORTLAND LLC</u> Address <u>4100 REGENT STREET SUITE G</u> City, State & Zip <u>COLUMBUS, OHIO 43219</u>	Telephone: <u>614-246-2400</u>
Lessee/DBA (If Applicable)	Owner (if different from Applicant) Name Address City, State & Zip	Cost Of Work: \$ _____ C of O Fee: \$ _____ Total Fee: \$ _____
Current legal use (i.e. single family) <u>SINGLE ROOM OCCUPANCY</u> Number of Residential Units <u>50</u> If vacant, what was the previous use? <u>N/A</u> Proposed Specific use: <u>HOTEL</u> Is property part of a subdivision? <u>NO</u> If yes, please name <u>N/A</u> Project description: <u>CONVERT SINGLE ROOM OCCUPANCY UNITS TO HOTEL GUEST ROOMS</u>		
Contractor's name: _____ Address: _____ City, State & Zip _____ Telephone: _____ Who should we contact when the permit is ready: <u>ADAM VALENTE</u> Telephone: <u>614-246-2446</u> Mailing address: <u>4100 REGENT STREET - SUITE G - COLUMBUS, OHIO 43219</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: RB Portland LLC Authorized Signer: _____ Date: 4/15/11

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



Fax

To: Marge Schmuckal, Zoning Administrator From: Adam Valente

Fax: (207) 874-8716 Pages: 2 (including cover page)

Phone: (207) 874-8695 Date: 4/15/2011

Re: General Building Permit Application cc:

- Urgent
 For Review
 Please Comment
 Please Reply
 Please Recycle

Marge,

Thanks for your assistance with the change of use application for the Eastland Park Hotel. As a follow up to our previous discussion, please see the following General Building Permit Application.

Thanks again and please feel free to call me directly with any questions.

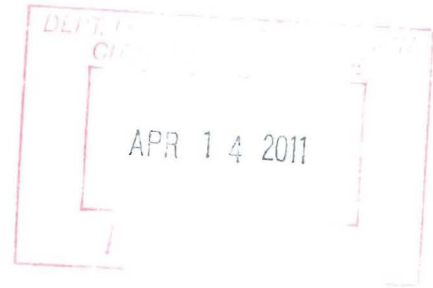
Adam D. Valente
Senior Vice President
RockBridge Capital
4100 Regent Street
Suite G
Columbus, OH 43219
p) 614-246-2446
f) 614-416-7650
www.rockbridgecapital.com

The information contained in this facsimile message is privileged and confidential information intended for the use of the individual or entity named above. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this fax in error, please immediately notify us by telephone and return the original message to us at the above address via U.S. Postal Service.

April 13, 2011

VIA OVERNIGHT DELIVERY

Ms. Marge Schmuckal
Zoning Administrator
City of Portland
389 Congress Street
Portland, ME 04101-3509



Re: Change of Use of 50 units in the Eastland Park Hotel

Dear Marge:

As you know, we have requested approval of the change of use of 50 units within the Eastland Park Hotel (the "Eastland") that is located at 157 High Street in Portland, Maine.

Pursuant to our conversation on Tuesday, April 12, 2011, enclosed with this letter you will find the necessary documentation related to our change of use request, including: (i) formal approval request letter written by my colleague Ken Krebs, (ii) floor plans that denote the 50 units in the Eastland regarding which we are seeking formal change of use approval, (iii) the Commercial Interior & Change of Use Permit Application (the "Application"), and (iv) a check for \$30 to satisfy the change of use fee. Please note that the Application does not contemplate a change of use of a portion of an existing structure that does not require any construction; therefore, it is our understanding that there is no requirement to provide construction drawings, a completed General Building Permit Application, Accessibility Building Code Certificate, or Certificate of Design Application.

Thank you for your assistance with this matter. Please call with any questions.

Regards,

RB PORTLAND LLC

A handwritten signature in blue ink, appearing to read "Adam Valente".

Adam Valente

Enclosures

- c: Penny St. Louis Littell, Director, Planning & Urban Development, City of Portland
- Kenneth J. Krebs, Esq., Exec. VP and Gen. Counsel, RockBridge Capital, LLC
- James N. Kastiaficas, Esq., Director

72427

(614) 246-2446

COPY

April 13, 2011

VIA OVERNIGHT DELIVERY

Ms. Penny St. Louis
Director, Planning & Urban Development
City of Portland
389 Congress Street
Portland, ME 04101



Re: RB PORTLAND LLC/Eastland Park Hotel

Dear Penny:

Please accept this letter as a request for approval by RB PORTLAND LLC, owner of Eastland Park Hotel (the "Eastland"), under Section 14-483(e) of the Portland City Code and for change of use approval. The purpose of the request for these approvals is to obtain authorization and approval for the change of use from single-room occupancy ("SRO") residential to hotel (commercial) use of the 50 hotel rooms at the Eastland identified by the City's Zoning Administrator as being apartments in existence as of July 1, 2002.

Section 14-483(e)

Under the City's Housing Replacement Ordinance (Sections 14-483 through 14-485), Section 14-483(e) of the City's Housing Replacement Ordinance provides:

Notwithstanding any other provision of this Section, a person who proposes to demolish or to convert to a nonresidential use three or more dwellings or dwelling units in the City, in a zone where such use is otherwise permitted, must first obtain Site Plan approval through the City's Planning Authority pursuant to Sec. 14-521, et seq.

RB PORTLAND LLC intends to convert to a nonresidential hotel use the 50 SRO units, shown on the enclosed floor plan, which the City Zoning Administrator by letter of December 15, 2010 determined were existing as of July 1, 2002. "Hotels" are a permitted use in the B-3 Zone in which the Eastland is located. By letter dated February 25, 2011, you previously have determined pursuant to Section 14-483(c), that the Housing Replacement Ordinance does not apply to the elimination of these 50 SRO units. While that Ordinance is not applicable to this proposed conversion, Section 14-483(e) requires site plan approval of the conversion by virtue of the introductory phrase "[N]otwithstanding any other provision of this Section." Therefore, RB PORTLAND LLC requests site plan approval through the City's Planning Authority for this conversion.

RB PORTLAND LLC understands that because the Housing Replacement Ordinance is inapplicable to this conversion, RB PORTLAND LLC is not required to supply the statement certifying the number of dwelling units to be converted to hotel use and the description of each unit, nor is it required to submit a list of tenants. However, enclosed please find a survey of the Eastland lot and a floor plan, depicting the 50 SRO units that are intended to be converted to hotel use. RB PORTLAND LLC hereby certifies to the City of Portland that these are the 50 SRO unit apartments, existing as of July 1, 2002, that are proposed to be converted to hotel use.

Ms. Penny St. Louis
April 13, 2011
Page 2

COPY

RB PORTLAND LLC currently intends to commence this conversion of 50 SRO apartment units to hotel rooms within one year. Again, although there is a finding that the Housing Replacement Ordinance is inapplicable to this conversion, when and if RB PORTLAND LLC determines that it will undertake this conversion, it will provide the tenants of each SRO unit with no less than ninety days' notice to vacate the unit, consistent with Section 14-483(f). Moreover, while the Relocation of Displaced Tenants Ordinance (Sections 14-861 – 14-864) does not apply, since the tenants would not be displaced by proposed development, RB PORTLAND LLC agrees that when and if it undertakes this conversion, it will provide relocation assistance in an amount of up to \$2,500 per unit to the individuals relocated (the Ordinance requires only a payment equal to two months' rent).

Change of Use

A completed "Commercial Interior & Change of Use Permit Application" has been sent to Zoning Administrator Marge Schmuckal under a separate cover letter from Adam Valente dated April 13, 2011 (a copy of which is enclosed).

Review Process/Reviewing Authority

We understand that review of a change of use requires a certificate of occupancy/permit from the Building Authority under Section 14-463 and site plan approval under Section 14-521 et seq. Because the area of the 50 SRO units proposed for conversion exceeds the 20,000 square foot total floor area threshold, this change of use would qualify for Level III Site Plan Review under Section 14-523(f). Section 14-523(a)(4) directs that "Level III Site Plan Review shall require the approval of the Planning Board, except as otherwise expressly provided by this article." However, another provision of this Section, Section 14-523(c), expressly provides "the Planning Authority may grant administrative authorization to exempt a development proposal from complete or partial site plan review that meet the standards below, as demonstrated by the applicant." Section 14-523(c) then lists eleven standards; if the applicant demonstrates its proposal meets these standards, the development proposal expressly is exempted from complete or partial site plan review, whether by the Planning Authority or by the Planning Board.

RB PORTLAND LLC's proposed conversion of the 50 SRO units to hotel room use meets the eleven standards of Section 14-523(c) (set out in italics below):

1. *The proposed development will be located within existing structures, and there will be no new buildings, external demolitions, or building additions other than those permitted by subsection 2 of this subsection;*

The proposed conversion of the 50 existing SRO units is entirely within the existing Castland building, and no addition is proposed.

2. *Any building addition shall have a new building footprint expansion of less than five hundred (500) square feet;*

The proposed conversion of the 50 SRO units does not involve any building footprint expansion.

3. *The proposed site plan does not add any new curb cuts, driveways, or parking areas, the existing site has no more than one (1) curb cut and will not disrupt the circulation flows and parking on-site, and there will be no drive-through services provided;*

The proposed conversion of the 50 SRO units has no street, driveway or parking changes associated with it.

4. *The curbs and sidewalks adjacent to the lot are complete and in sound condition, as determined by the Public Services Authority, with granite curb with at least four-inch reveal, and sidewalks are in good repair with uniform material and level surface and meet accessibility requirements of the Americans with Disabilities Act,*

The proposed conversion of the 50 SRO units has no street or sidewalk impacts, the existing curbs and sidewalks adjacent to the Eastland lot are complete and in sound condition, and the sidewalks are in good repair and meet the accessibility requirements of the Americans with Disabilities Act.

5. *The use does not require additional or reduce existing parking, either on or off the site, and the project does not significantly increase traffic generation;*

There are no parking requirements in the B-3 Zone in which the Eastland is located, and the proposed conversion of the 50 SRO units from residential to hotel use will not generate increased traffic or parking demand.

6. *There are no known stormwater impacts from the proposed use or any existing deficient conditions of stormwater management on the site;*

The projected conversion of the 50 SRO units has no stormwater impact.

7. *There are no evident deficiencies in existing screening from adjoining properties;*

RB PORTLAND LLC is aware of no existing screening from adjoining properties or of any deficiencies.

8. *Existing utility connections are adequate to serve the proposed development and there will be no disturbance to or improvements within the proposed right-of-way,*

The 50 SRO units proposed to be converted already have adequate utility service and the proposed conversion will not disturb or require any improvements within the right-of-way.

Ms. Penny St. Louis
April 13, 2011
Page 4

COPY

9. *There are no current zoning violations,*

As of February 18, 2011, the City's Zoning Administrator opined that she was unaware of any current outstanding zoning violations at the Eastland property.

10. *Any emergency generators are to be located to minimize noise impacts to adjoining properties and documentation that routine testing of the generators occur on weekdays between the hours of 9 a.m. to 5 p.m. Documentation pertaining to the noise impacts of the emergency generator shall be submitted; and*

There is an emergency diesel-fuel generator on site, but it is located in the basement of the hotel, where its location and distance from adjoining properties minimize noise impacts. Any routine testing will be limited to weekdays between the hours of 9 a.m. to 5 p.m.

11. *There are no anticipated noise, vibration, glare, fumes or other foreseeable impacts associated with the project.*

The proposed conversion of the 50 SRO units has no anticipated noise, vibration, glare, fumes or other similar foreseeable impacts associated with it.

RB PORTLAND LLC does not anticipate any of these impacts in the proposed conversion of the 50 existing SRO units to hotel rooms.

Therefore, we believe that the Planning Authority may consider and approve the proposed conversion of the 50 existing SRO units to hotel use: 1) under Section 14-483(e) (Housing Replacement Ordinance), and 2) as a change of use under 14-521 et seq. (Site Plan Review) through administrative authorization, and that both are exempt from site plan review. Therefore, no formal application for site plan review accompanies this letter.

Please let us know if any additional information is needed to permit review or if you have any questions for us. Thank you for your assistance and consideration in this matter.

Sincerely,

RB PORTLAND LLC


Kenneth J. Krebs

Enclosures

c: Patricia Finnigan, Acting City Manager
Greg Mitchell, Director, Economic Development
Marge Schmuckal, Zoning Administrator
Gary Wood, Corporation Counsel
Adam D. Valente, RB PORTLAND LLC

2nd floor
-10 units

APR 4 2011



3rd Floor
- 15 units

APR 14 2011



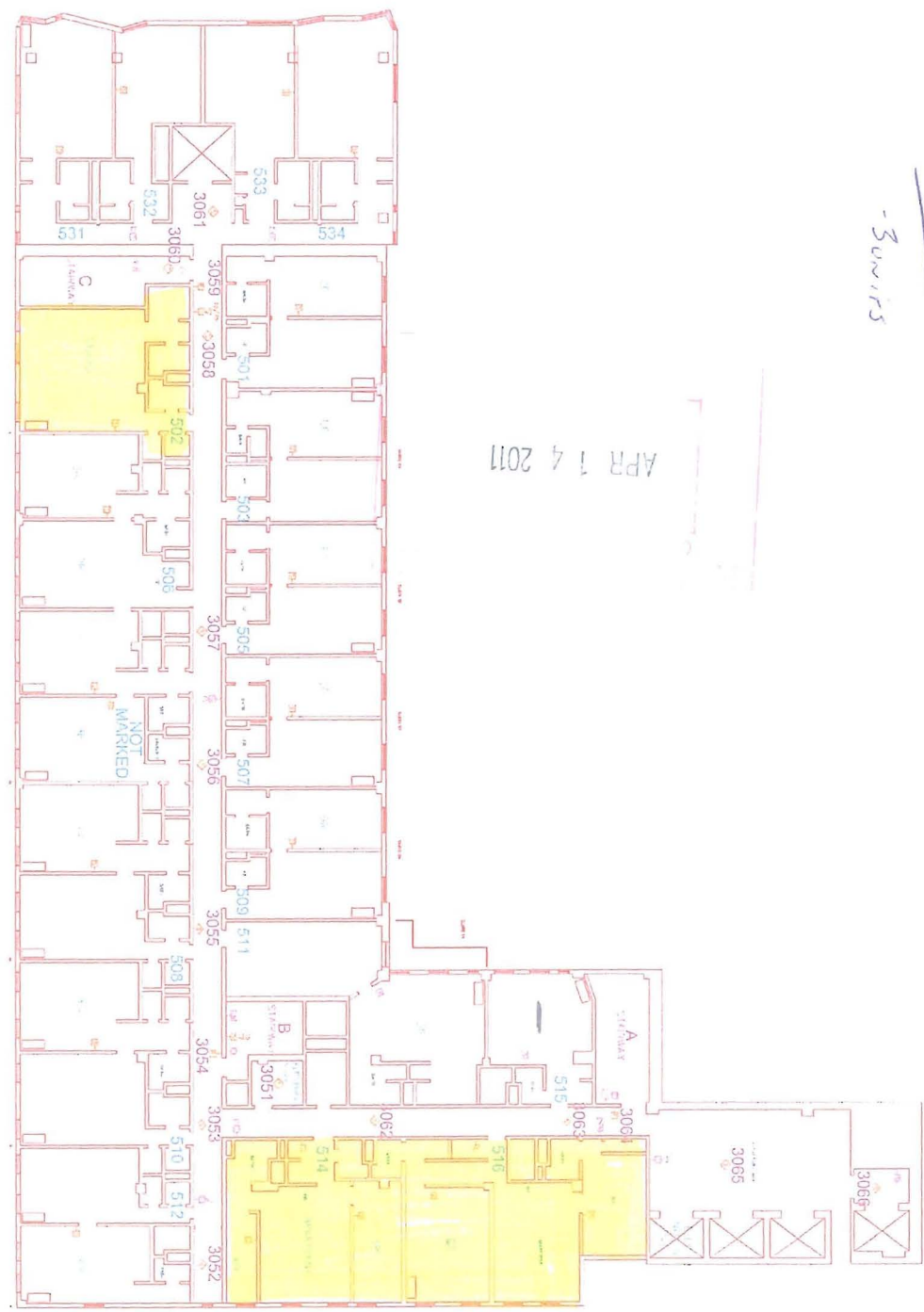
4TH Floor
15 UNITS

APR 14 2011



5TH Floor
- 3 units

APR 14 2011



6th floor
- 7 units

APR 14 2011



Room No.	Area	Notes
3075	Unit	Highlighted
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3000	Unit	Highlighted





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: *N/A*

Note: Construction documents for costs in excess of \$50,000.00 must be prepared by a Design Professional and bears their seal; you will need the City of Portland forms for the Certificate of Design, Certificate of Design Application and Accessibility Building Code Certificate.

- A statement of special inspections as required per Chapter 17 of the IBC 2003
i.e.: http://www.acec.org/coalitions/CASE/case100+/statement_of_sr.doc
- 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 also required if original plans 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. *N/A*

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including: *N/A*

- 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)

Fire Department requirements. *N/A*

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 *N/A*

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



General Building Permit Application

N/A

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:		
Total Square Footage of Proposed Structure/Area	Square Footage of Lot	Number of Stories
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Applicant * <u>must</u> be owner, Lessee or Buyer* Name Address City, State & Zip	Telephone:
Lessee/DBA (If Applicable)	Owner (if different from Applicant) Name Address City, State & Zip	Cost Of Work: \$ _____ C. of O Fee: \$ _____ Total Fee: \$ _____
Current legal use (i.e. single family) _____ Number of Residential Units _____ If vacant, what was the previous use? _____ Proposed Specific use: _____ Is property part of a subdivision? _____ If yes, please name _____ Project description:		
Contractor's name: _____ Address: _____ City, State & Zip _____ Telephone: _____ Who should we contact when the permit is ready: _____ Telephone: _____ Mailing address: _____		

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.

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Signature: _____	Date: _____
------------------	-------------

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



Accessibility Building Code Certificate

N/A

Designer: _____

Address of Project: _____

Nature of Project: _____

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: _____

Title: _____

(SEAL)

Firm: _____

Address: _____

Phone: _____

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 Application

N/A

From Designer: _____

Date: _____

Job Name: _____

Address of Construction: _____

2003 International Building Code

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

Building Code & Year _____ Use Group Classification (s) _____

Type of Construction _____

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

Is the Structure mixed use? _____ If yes, separated or non separated or non separated (section 302.3) _____

Supervisory alarm System? _____ Geotechnical/Soils report required? (See Section 1802.2) _____

Structural Design Calculations

_____ 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
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- _____ 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 and deflection amplification factor, C_d (1617.6.2)
- _____ Analysis procedure (1616.6, 1617.5)
- _____ Design base shear (1617.4, 1617.5.1)

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)

- _____ Flood loads (1803.1.6, 1612)
- _____ Flood Hazard area (1612.3)
- _____ Elevation of structure

Earth design data (1603.1.5, 1614-1623)

- _____ Design option utilized (1614.1)
- _____ Seismic use group ("Category")
- _____ Spectral response coefficients, S_D & S_I (1615.1)
- _____ Site class (1615.1.5)

- _____ 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)



Certificate of Design

N/A

Date: _____

From: _____

These plans and / or specifications covering construction work on:

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: _____

(SEAL)

Firm: _____

Address: _____

Phone: _____

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