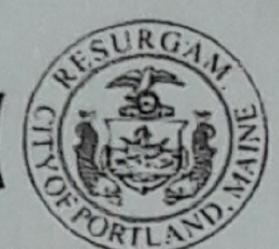
Portland, Maine



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)

wii ahhiisat	ions shall include the following (please check and submit all items):
☑/com	mercial Interior Alterations Checklist (this form)
	eral Building Permit Application completed
Plot noti	plan/site plan showing lot lines, shape and location of all structures, off-street parking areas and ng any dedicated parking for the proposed business. of of Ownership or Tenancy (If tenant, provide lease or letter of permission from landlord. If owner,
_/prov	ide deed or purchase and sale agreement if the property was purchased within the last 6 months.)
/tena	plan showing the location of the area(s) of renovation within the total building footprint and adjacent nt uses
Life	Safety Plan showing exits, travel distance, fire separations, detectors and devices
EXIST	ting floor plans/layouts including area layout, removals, exits and stairs
M Prop	osed floor plans/layouts including dimensions, individual room uses and plumbing fixtures
Please r	ote: Construction documents for projects with a construction cost in excess of \$50,000 must be d by a design professional and bear their seal.
work for rep	lans may also require the following (As each project has varying degrees of complexity and scope of airs, alterations and renovations, some information may not be applicable. Please check and submit ems that are applicable to the proposed project.):
	information including use classifications, occupant loads, construction type, existing/proposed fire alarm the loads and sprinkler protection systems, egress (exits and windows), fire separation areas and fire stopping
	olition plans and details for each story including removal of walls and materials
The second second	truction and framing details including structural load design criteria and/or non-structural details
The second secon	stairs showing the direction of travel, tread and rise dimensions, handrails and guardrails
	and floor/ceiling partition types including listed fire rated assemblies
☐ Secti	ons and details showing all construction materials, floor to ceiling heights, and stair headroom
☐ New	door and window schedules (include window U-factors)
☐ Acces	sibility features and design details including the Certificate of Accessible Building Compliance
☐ Proje	ct specifications manual
A cop	y 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.