

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND

# BUILDING PERMIT

This is to certify that FORE RIVER MANAGEMENT – SPINNAKER TRUST

Located At 562 CONGRESS ST

Job ID: 2011-08-2057-ALTCOMM

CBL: 037 - - G - 014 - 001 - - - -

has permission to Do alterations to the 3<sup>rd</sup> floor office area – ADA bathroom & shower, break room, glass partitions/doors 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

*[Signature]* 9/8/11  
Code Enforcement Officer / Plan Reviewer

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



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life* • [www.portlandmaine.gov](http://www.portlandmaine.gov)

Director of Planning and Urban Development  
Penny St. Louis

Job ID: 2011-08-2057-ALTCOMM

Located At: 562 CONGRESS

CBL: 037 - - G - 014 - 001 - - - -

## **Conditions of Approval:**

### **Fire**

1. All construction shall comply with City Code Chapter 10.
2. Application requires State Fire Marshal approval.
3. The Fire alarm and Sprinkler systems shall be reviewed by a licensed contractor[s] for code compliance. Compliance letters are required.
4. A Class 1 Standpipe system is required for all high-rise buildings (High-rise status to be verified).
5. A separate Fire Alarm Permit is required for new systems; or for work effecting more than 5 fire alarm devices; or replacement of a fire alarm panel with a different model.
6. A separate Suppression System Permit is required for all new suppression systems or sprinkler work effecting more than 20 heads.
7. Fire extinguishers are required per NFPA 10.
8. No means of egress shall be affected by this renovation.
9. Emergency lights and exit signs are required. Emergency lights and exit signs are required to be labeled in relation to the panel and circuit and on the same circuit as the lighting for the area they serve.
10. Any cutting and welding done will require a Hot Work Permit from Fire Department.

### **Building**

1. Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.
2. All penetrations through rated assemblies must be protected by an approved firestop system installed in accordance with ASTM 814 or UL 1479, per IBC 2009 Section 713.
3. Separate permits are required for any electrical, plumbing, sprinkler, fire alarm, HVAC systems, heating appliances, including pellet/wood stoves, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.
4. Stamped plans and details shall be submitted to this office for review for the glazed panel/door installation prior to starting this work .

Entered CD Received CD  
60

#2011 08 2057



# General Building Permit Application

B-3

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.

562 Congress

Location/Address of Construction: 123 Free St (AKA 562 Congress St)		
Total Square Footage of Proposed Structure/Area 898 interior fit up		Square Footage of Lot
Tax Assessor's Chart, Block & Lot Chart# 37 Block# 6 Lot# 14	Applicant *must be owner, Lessee or Buyer* Name Spinnaker Trust Address P.O. Box 7160 City, State & Zip Portland ME 04112	Telephone: 553-7160
Lessee/DBA (If Applicable) <b>RECEIVED</b> AUG 23 2011 Dept. of Building Inspections City of Portland Maine	Owner (if different from Applicant) Name Fox River Management Address 5 Milk St City, State & Zip Portland ME 04112	Cost Of Work: \$ 318,680.00 C of O Fee: \$ Total Fee: \$ 3,210.00
Current legal use (i.e. single family) Business Office		
If vacant, what was the previous use? "		
Proposed Specific use:		
Is property part of a subdivision? no If yes, please name		
Project description: Interior office fit up of existing office space. No structural or exterior work. 3rd floor		
Contractor's name: The Thayer Company		
Address: 59 Bell St		
City, State & Zip Portland, ME 04103		Telephone: 878-5553
Who should we contact when the permit is ready: STEVE KELTONIC		Telephone: 693-9821
Mailing address: Same		

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](http://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: Stephen A. Kelton Date: 8/23/2011

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

**City of Portland, Maine - Building or Use Permit Application**

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

Job No: 2011-08-2057-ALTCOMM	Date Applied: 8/23/2011	CBL: 037 - - G - 014 - 001 - - - -	
Location of Construction: 562 CONGRESS / 123 FREE ST	Owner Name: Fore River Management	Owner Address: 5 Milk St, Portland, ME 04112	Phone:
Business Name: Spinnaker Trust	Contractor Name: The Thaxter Company - Steve Keltonic	Contractor Address: 55 Bell St, Portland, Me 04103	Phone: 653-9821
Lessee/Buyer's Name:	Phone:	Permit Type: Commercial Alterations	Zone: B-3
Past Use: First floor retail with offices above	Proposed Use: Same: first floor retail with offices above - Interior office fit-up - no exterior work <i>3rd floor</i>	Cost of Work: \$319,000.00	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved <i>w/conditions</i> <input type="checkbox"/> Denied <input type="checkbox"/> N/A	Inspection: Use Group: B Type: 3B IBC 2009 Signature: <i>JMB</i>
Proposed Project Description: Interior office fit-up		Signature: <i>Bjornkjær</i> (58)	9/8/11
Permit Taken By: Gayle	<b>Zoning Approval</b>		

<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>	<p><b>Special Zone or Reviews</b></p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetlands</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p><input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM</p> <p>Date: <i>OK</i> <i>8/24/11</i></p>	<p><b>Zoning Appeal</b></p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>Date:</p>	<p><b>Historic Preservation</b></p> <p><i>within</i></p> <p><input type="checkbox"/> Not in Dist or Landmark</p> <p><input type="checkbox"/> Does not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p> <p><i>any exterior work</i> Date: <i>requires a separate review &amp; approval</i></p>
	<b>CERTIFICATION</b>		

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

## BUILDING PERMIT INSPECTION PROCEDURES

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

or email: [buildinginspections@portlandmaine.gov](mailto: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. Close In Inspection Framing/Plumbing/Electrical prior to insulation or drywall
  2. Final Inspection at completion of work

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 OCCUOPIED.



# Certificate of Design

Date: 8/17/11

From: John Shields

These plans and / or specifications covering construction work on:

123 Free St, Portland, Maine - Drawings dated  
8/17/11 - Cover Sheet / CP1 / D1.

Have been designed and drawn up by the undersigned, a Maine registered Architect / Engineer according to the 2003 *International Building Code* and local amendments.  
2009



Signature: John Shields

Title: Architect

Firm: Shields Architecture

Address: 216 Range Rd.  
Cumberland, ME 04021

Phone: (207) 776 8926

For more information or to download this form and other permit applications visit the Inspections Division on our website at [www.portlandmaine.gov](http://www.portlandmaine.gov)

**Jeanie Bourke - RE: 562 Congress St status of permit application**

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**From:** "Steve Keltonic" <steve@thaxtercompany.com>  
**To:** "Jeanie Bourke" <JMB@portlandmaine.gov>  
**Date:** 9/7/2011 1:58 PM  
**Subject:** RE: 562 Congress St status of permit application  
**Attachments:** Hazardous material survey.pdf

Hi Genie, here's the hazardous material report.

Re: the glass walls/doors, John Shields will forward the specs and details. The system is a metal stud soffit at 8' AFF braced to the underside of the deck with 2x4 blocking in the track and continuous 3/4" plywood blocking below the track. A 2" U-channel fastened to the soffit accepts the glass panel and a 1" channel is fastened to the wood floor. The doors are secured with pivot hinges top and bottom, the top being a concealed closer pivot hinge. A system we've used before in tenant improvements.

Would you consider issuing a conditional permit? Tight time frame.

Thanks,  
Steve

**From:** Jeanie Bourke [mailto:JMB@portlandmaine.gov]  
**Sent:** Tuesday, September 06, 2011 9:23 AM  
**To:** Steve Keltonic  
**Subject:** Re: 562 Congress St status of permit application

Hi Steve,  
I have completed the review and have the following comments:

1. Has there been any recent assessment for hazardous materials, ie. asbestos, and if so, can you get a copy of the results?
2. As there are several unframed glass partition walls/doors, specifications and details are required for supports and fastening to meet the structural stability as required in Chapter 24 of the IBC. This shall be stamped by a design professional.

Thanks, and let me know if you have any questions.  
Jeanie

*Jeanie Bourke*  
*CEO/LPI/Plan Reviewer*

**City of Portland**  
**Planning & Urban Development Dept./ Inspections Division**  
389 Congress St. Rm 315  
Portland, ME 04101  
jmb@portlandmaine.gov  
Direct: (207) 874-8715  
Office: (207) 874-8703

>>> "Steve Keltonic" <steve@thaxtercompany.com> 9/1/2011 12:18 PM >>>  
Hi Jeanie – just checking on the permit application for 562 Congress/123 Free St. 3<sup>rd</sup> floor office fit-up.  
Thanks,  
Steve  
653-9821

# ENVIRONMENTAL MANAGEMENT, INC.

9 GILMAN AVENUE P.O. BOX 391 BRUNSWICK, MAINE 04011

(207) 729-7549 FAX (207) 721-0892

January 3, 1995

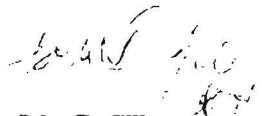
Bruce Kistler  
Fore River Co.  
P.O. Box 7525  
Portland, Maine 04112

Dear Mr. Kistler:

Enclosed are the sample results for the Baxter Building in Portland. As we expected the 9x9 floor tile on each of the floors tested contain some percentage of asbestos. None of the plaster or fire proofing was determined to contain asbestos.

If you have any questions regarding this data, please contact me at 729-7549.

Sincerely,  
Environmental Management Inc.

  
John D. Gill  
President

JDG/lch



### BULK SAMPLING ANALYSIS REPORT

**CLIENT:** Fore River Company

**LOCATION:** Baxter Building Portland, Maine

LAB # (SAMPLE #)	SAMPLE DATE	SAMPLE DESCRIPTION	ANALYTICAL RESULTS	
			ASBESTOS	OTHER MATERIAL
CB-1157 1	12/29/94	linoleum 3rd floor	NFA	40% Cell 10% Quartz 50% Vinyl Binder
CB-1158 2	12/29/94	fire proofing 3rd floor	NFA	30% Cell 30% Quartz 40% CaCo3
CB-1159 3	12/29/94	plaster 3rd floor	NFA	30% Cell 10% Quartz 60% CaCo3
CB-1160 4	12/29/94	floor tile gray 4th floor	10% Chry	30% Cell 30% Quartz 30% CaCo3
CB-1161 5	12/29/94	plaster 5th floor	NFA	10% Cell 20% Quartz 70% CaCo3
CB-1162 6	12/29/94	floor tile green 5th floor	5% Chry	40% Cell 25% Quartz 30% CaCo3
CB-1163 7	12/29/94	floor tile gray top layer 12 x 12 5th floor	NFA	30% Cell 20% Quartz 50% CaCo3

Page Two

LAB # (SAMPLE #)	SAMPLE DATE	SAMPLE DESCRIPTION	ANALYTICAL RESULTS	
			ASBESTOS	OTHER MATERIAL
CB-1164 8	12/29/94	plaster 6th floor	NFA	20% Cell 20% Quartz 60% CaCo3
CB-1165 9	12/29/94	floor tile gray 9 x 9 6th floor	5% Chry	25% Cell 10% Quartz 60% CaCo3

ENVIRONMENTAL MANAGEMENT INC.  
P.O. BOX 391  
BRUNSWICK, MAINE 04011  
(207) 729-7549

BULK SAMPLING ANALYSIS REPORT

RESULT CODES

Asbestos:

Amos - Amosite  
Chry - Chrysotile  
Croc - Crocidolite  
NFA - Negative for asbestos  
PFA - Positive for asbestos

Other:

Cell - Cellulose  
Bind - Binder Matrix  
Fbgl - Fiberglass (Mineral Wool)  
Opaq - Opaques  
Sili - Silicates  
Synt - Synthetics  
Carb - Carbonates  
NFM - Nonfibrous material

Analysis by Polarized Light Microscopy  
EPA Test Method #600/M4-82-020

Note: These results relate only to the particular sample analyzed. This report may not be reproduced, except in full, with the approval of Environmental Management Inc., Laboratory.

Sampled By: EWI

Analyzed By: EWI

Approved By: EWI

John E. Hill  
Laboratory Manager



# CITY OF PORTLAND, MAINE

Department of Building Inspections

## Original Receipt

Aug 23 2011

Received from The Phoenix Co.

Location of Work 563 Congress / 11-3 True

Cost of Construction \$ \_\_\_\_\_ Building Fee: \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_ Site Fee: \_\_\_\_\_

Certificate of Occupancy Fee: \_\_\_\_\_

Total: \_\_\_\_\_

Building (IL)  Plumbing (I5) \_\_\_\_\_ Electrical (I2) \_\_\_\_\_ Site Plan (U2) \_\_\_\_\_

Other \_\_\_\_\_

CBL: 0371-6-014

Check #: 37242 Total Collected \$ 3,410.00

**No work is to be started until permit issued.  
Please keep original receipt for your records.**

Taken by: [Signature]

WHITE - Applicant's Copy  
YELLOW - Office Copy  
PINK - Permit Copy



**ENGINEERING DESIGN PROFESSIONALS**  
Consulting Engineers

P.O. Box 575, Freeport, Maine 04032 (207) 865-9505

37-6-14

Ms. Monica Dominak  
Falmouth Road  
Falmouth, Maine

RE: Window Wall Support  
Spinnaker Trust Co.  
123 Free Street, Portland, Maine

Dear Monica:

As requested I have reviewed the sketches you provided (SKa-2 & SKa-2a) and with the items noted below added to the sketches, the construction will meet or exceed the building code requirements. Please accept this letter as my confirmation of approval.

Items needed to be added the sketches;

1. Indicate a continuous 3 5/8" x 18 gauge track with (2) #10 screws @ 16" o.c. to the existing structure at the top of the wall.
2. Indicate a continuous 3 5/8" x 18 gauge track at the bottom of the wall studs above the wood plate. Note that the wood plate is attached to the track with (2) #10 screws @ 12" o.c.
3. Indicate that (3) #10 screws shall be used at each end of each diagonal brace for connections.
4. Add a dimension indicating that the bottom of the braces are located 3" above the ceiling.

Thank you for this opportunity to be of assistance. Please let me know if you have additional questions.

Sincerely;

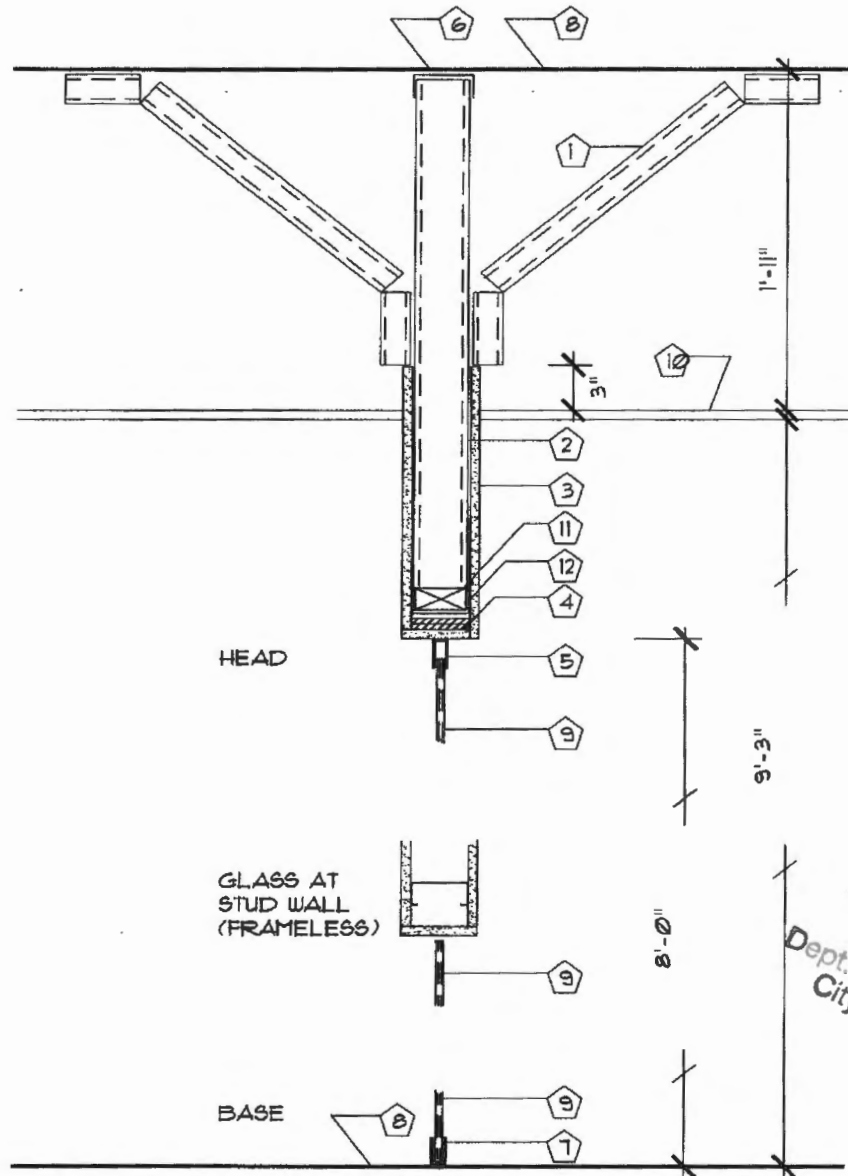
Larry A. Wichroski, P.E.



RECEIVED  
RECEIVED

SEP 29 2011  
~~SEP 28 2011~~  
Dept. of Building Inspections  
City of Portland  
City of Portland Maine





RECEIVED

SEP 29 2011

Dept. of Building Inspections  
City of Portland Maine

**KEYED NOTES:**

- |   |   |   |   |    |  |
|---|---|---|---|----|--|
| 1 | 20 GA., 3 5/8" LIGHTGAGE STEEL BRACING @ 24" O.C. (TYP.) SECURE EA. END W/(3) #10 SCREWS. | 4 | 3/4" CDX PLYWOOD - CONT.                                      | 8  | EXISTING FLOOR/CEILING STRUCTURE.  |
| 2 | 20 GA., 3 5/8" LIGHTGAGE STEEL STUD WALL @ 16" O.C.                                       | 5 | METAL FRAME.  | 9  | 1/2" TEMPERED GLASS.   |
| 3 | 5/8" G.B. EA. SIDE  | 6 | 18 GA., 3 5/8" TRACK (CONTINUOUS) W/(2) #10 SCREWS @ 16" O.C. | 10 | HUNG ACOUSTIC CEILING.   |
|   |   | 7 | METAL BASE TRACK  | 11 | 2x4 BETWEEN STUDS.   |
|   |   |   |   | 12 | 18 GA., 3 5/8" TRACK (CONTINUOUS). SECURE TO PLYWOOD PLATE W/(2) #10 SCREWS @ 12" O.C. |

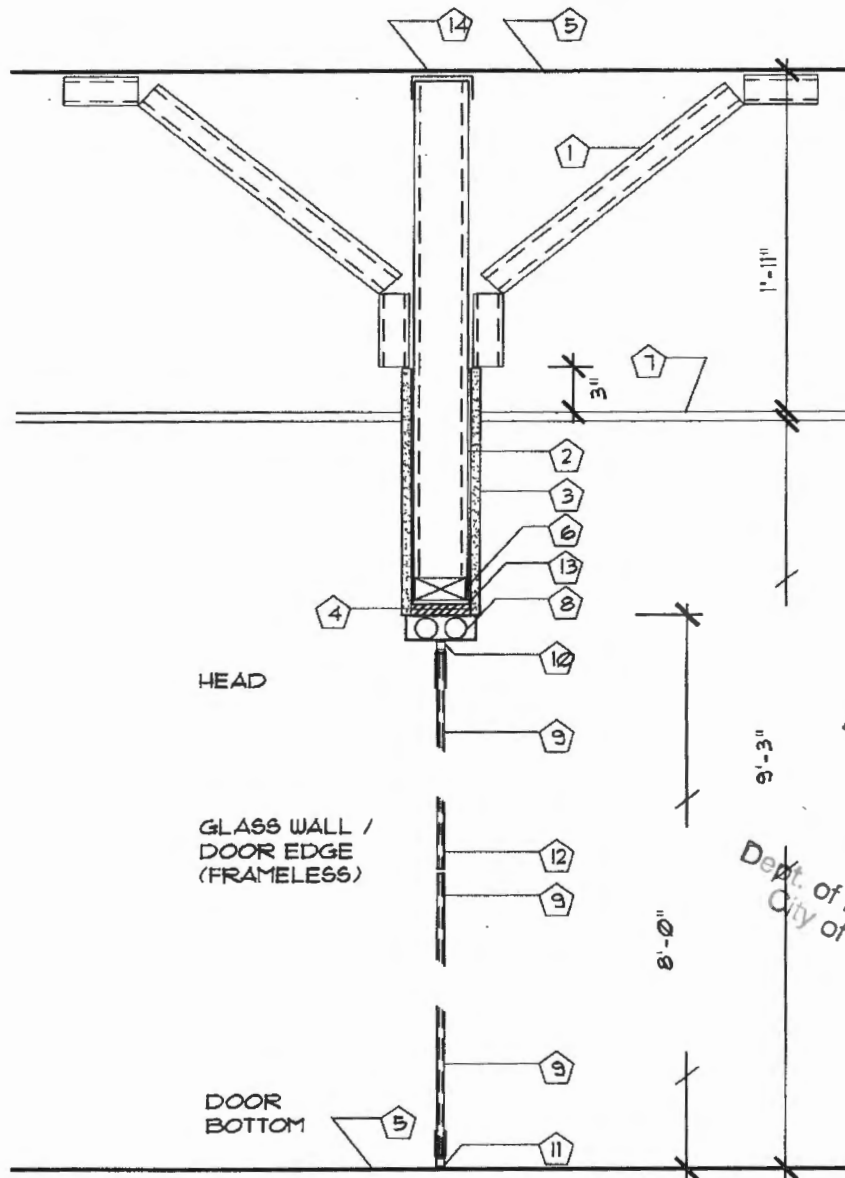
PROJECT:  
SPINNAKER TRUST  
INTERIOR OFFICE FIT-UP  
123 FREE STREET  
PORTLAND, MAINE

DRAWING:  
STRUCTURAL SUPPORT:  
FRAMELESS GLASS WALL

DATE:  
9/26/11  
SCALE:  
1 1/2" = 1'-0"

DESIGN PROFESSIONAL:  
M DESIGNS  
FALMOUTH, MAINE

SKa-2



RECEIVED  
SEP 29 2011

Dept. of Building Inspections  
City of Portland Maine

**KEYED NOTES:**

- ① 20 GA., 3 3/8" LIGHTGAGE STEEL BRACING @ 24" O.C. (TYP.). SECURE EA. END W/(3) #10 SCREWS.
- ② 20 GA., 3 3/8" LIGHTGAGE STEEL STUD WALL @ 16" O.C.
- ③ 3/8" G.B. EA. SIDE
- ④ 3/4" CDX PLYWOOD - CONT.
- ⑤ EXISTING FLOOR/CEILING STRUCTURE.
- ⑥ 2x4 BETWEEN STUDS.
- ⑦ HUNG ACOUSTIC CEILING.
- ⑧ OVERHEAD CLOSER
- ⑨ 1/2" TEMPERED GLASS DOOR.
- ⑩ PIVOT HINGE / PATCH PLATE AT HEAD.
- ⑪ PIVOT HINGE / PATCH PLATE AT BOTTOM.
- ⑫ 1/2" TEMPERED GLASS WALL.
- ⑬ 18 GA., 3 3/8" TRACK (CONTINUOUS). SECURE TO PLYWOOD PLATE W/(2) #10 SCREWS @ 12" O.C.
- ⑭ 18 GA., 3 3/8" TRACK (CONTINUOUS) W/(2) #10 SCREWS @ 16" O.C.

<b>PROJECT:</b> SPINNAKER TRUST INTERIOR OFFICE FIT-UP 123 FREE STREET PORTLAND, MAINE	<b>DRAWING:</b> STRUCTURAL SUPPORT: FRAMELESS GLASS DOOR	<b>DATE:</b> 9/26/11  <b>SCALE:</b> 1 1/2" = 1'-0"	<b>DESIGN PROFESSIONAL:</b> M DESIGNS FALMOUTH, MAINE	<b>SKa-2a</b>
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# Certificate of Occupancy



## CITY OF PORTLAND, MAINE

Department of Planning and Urban Development  
Building Inspections Division

Location: 562 Congress St

CBL: 037- G-014-001

Issued to: Fore River Management/Spinnaker Trust

Date Issued: November 4, 2011

**This is to certify** that the building, premises, or part thereof, at the above location, built-altered-changed as to use under Building Permit No. 2011-08-2057-ALTCOMM, has had a final inspection, has been found to conform substantially to the requirements of the Building Code and the Land Use Code of the City of Portland, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

3<sup>rd</sup> Floor Right Side

APPROVED OCCUPANCY

Business Offices  
Use Group B  
Type 3B  
IBC-2009

TEMPORARY

+ extend 12-2-11 NLR

Limiting Conditions: This is a Temporary Certificate which expires 11/18/2011 at which time all flooring and interior glass panels shall be installed.

Approved:

11-4-11  
\_\_\_\_\_  
(Date) Inspector

\_\_\_\_\_  
Inspections Division Director

Notice: This certificate identifies the legal use of the building or premises, and ought to be transferred from owner to owner upon the sale of the property.





# Certificate of Occupancy



## CITY OF PORTLAND, MAINE

Department of Planning and Urban Development

Building Inspections Division

Location: 562 Congress St.

CBL: 037- G-014-001

Issued to: Fore River Management/Spinnaker Trust

Date Issued: December 8, 2011

**This is to certify** that the building, premises, or part thereof, at the above location, built-altered-changed as to use under Building Permit No. 2011-08-2057-ALTCOMM, has had a final inspection, has been found to conform substantially to the requirements of the Building Code and the Land Use Code of the City of Portland, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

3<sup>rd</sup> Floor Right Side

APPROVED OCCUPANCY

Business Offices  
Use Group B  
Type 3B  
IBC-2009

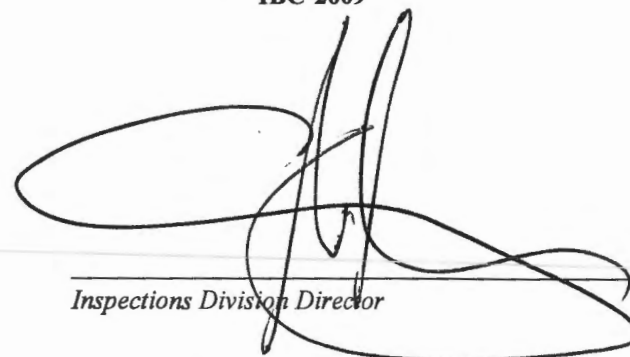
Limiting Conditions: NONE

Approved:

12-8-11

(Date)

  
Inspector

  
Inspections Division Director

Notice: This certificate identifies the legal use of the building or premises, and ought to be transferred from owner to owner upon the sale of the property.