

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND

# BUILDING PERMIT

This is to certify that **TERBAX REALTY & SPINNAKER TRUST** Located At **562 CONGRESS ST**

Job ID: **2012-06-4199-ALTCOMM**

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

has permission to Renovate 2nd floor. Install a convenience stair between 2<sup>nd</sup> & 3<sup>rd</sup> floor  
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]* 8/2/12  
\_\_\_\_\_  
**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](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.**

**Footings/Setbacks prior to pouring concrete**

**Close In Elec/Plmb/Frame prior to insulate or gyp**

**Final Inspection**

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.



# PORTLAND MAINE

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Director of Planning and Urban Development  
Jeff Levine

Job ID: 2012-06-4199-ALTCOMM

Located At: 562 CONGRESS ST

CBL: 037- G-014-001

## **Conditions of Approval:**

### **Building**

1. Application approval based upon information provided by the applicant or design professional. Any deviation from approved plans requires separate review and approval prior to work.
2. The glazed wall panels shall meet the loading requirements of IBC Sec. 2403 and Chap. 16.
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.

### **Fire**

1. All construction shall comply with City Code Chapter 10.
2. This permit is being approved on the basis of the plans submitted. Any deviation from the plans would require amendments and approval.
3. Any Fire alarm or Sprinkler systems shall be reviewed by a licensed contractor(s) for code compliance. Compliance letters are required.
4. 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. This review does not include approval of fire alarm system design or installation.
5. Audible and visible fire alarm notification appliances are required per NFPA 72 *National Fire Alarm and Signaling Code* (2010 edition), as amended by Fire Department Rules and Regulations.
6. Fire Alarm system shall be maintained. If system is to be off line over 4 hours a fire watch shall be in place. Dispatch notification required 874-8576.
7. A separate Suppression System Permit is required for all new suppression systems or sprinkler work effecting more than 20 heads. This review does not include approval of sprinkler system design or installation.
8. Sprinkler supervision shall be provided in accordance with NFPA 101, *Life Safety Code*, and NFPA 72, *National Fire Alarm and Signaling Code*.
9. Sprinkler protection shall be maintained. Where the system is to be shut down for maintenance or repair, the system shall be checked at the end of each day to insure the system has been placed back in service.
10. System acceptance and commissioning must be coordinated with alarm and suppression system contractors and the Fire Department. Call 874-8703 to schedule.
11. A Knox Box is required.

12. Fire extinguishers are required per NFPA 1.
13. No means of egress shall be affected by this renovation.
14. 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.
15. Any cutting and welding done will require a Hot Work Permit from Fire Department.
16. Walls in structure are to be labeled according to fire resistance rating. IE; 1 hr. / 2 hr. / smoke proof.
17. A single source supplier should be used for all through penetrations.

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

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

Job No: 2012-06-4199-ALTCOMM	Date Applied: 6/11/2012	CBL: 037- G-014-001	
Location of Construction: 562 CONGRESS ST	Owner Name: TERBAX REALTY INC.	Owner Address: 5 MILK ST/ P.O. BOX 7525 PORTLAND, ME 04101	Phone: 772-6404
Business Name:	Contractor Name: Mike Hebert @ Herbert Construction LLC	Contractor Address: 9 GOULD RD LEWISTON MAINE 04240	Phone: 783-2091
Lessee/Buyer's Name: Spinnaker Trust	Phone:	Permit Type: BLDG ALT	Zone: B-3
Past Use: 1st floor = retail with offices on upper floors	Proposed Use: Same: 1 <sup>st</sup> floor retail with offices above – to renovate 2 <sup>nd</sup> floor tenant space and install a convenience stair between 2 <sup>nd</sup> & 3 <sup>rd</sup> floor	Cost of Work: \$570,000.00	CEO District:
		Fire Dept: 7/31/12 Signature: <i>[Signature]</i> (58)	Inspection: Use Group: B Type: 3B IBC-2009 Signature: <i>[Signature]</i> 7/13/12
Proposed Project Description: Renovate 2nd floor; install stairs bet. 2nd & 3rd		Pedestrian Activities District (P.A.D.)	
Permit Taken By: Brad		<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 information 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>___ Maj ___ Min ___ MM Date: <i>OK 6/15/12</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 requires a Sep 2012 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	PHONE

8-14-12 DWM/BKL Jason 212-1131 close-in 2nd floor except mech/store/~~stair~~  
Kitchen area.

4-29-12 GPF OK CLOSE IN

10-5-12 GFBKL OK CLOSE IN CEILING \* ALARM WIRES NEED TO BE VERIFIED FOR TIE UP

10-12-12 GPF PRE TCO  
1 HR SEPARATIONS: - OCCUPIED AREA WHERE STAIR CONST. IS OCCURRING  
- BETWEEN HALL (EGRESS) & UN-OC./STORAGE  
CARPET WORK TO BE DONE AFTER HOURS - NO TRIPPING  
HAZZARD TO BE LEFT BEHIND

10-18-12 GPF - NEED STROBE IN KITCHEN

JASON @ HEBERT  
212-2174

10-19-12 GPF - OK KITCHEN / HALL / DOORS OK TCO

1-10-13 GPF 6-6 1/4" w/o ~~WALL~~ <sup>CEILING</sup> CUR & ~~COVER~~ <sup>FLOOR</sup> COVER

CALLED L.M. 3:15  
MIN HD. CLR - 6'-8"  
FINISHED 1009.2

4-5-13 GPF/SC/JM - OK C of O  
CLOSE.



# General Building Permit Application

Hand 6/11/12

(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.

# 2012 - 06 - 4199 ALTKOMM

Location/Address of Construction: <u>123 FREE ST (AKA 562 Congress St) 2<sup>ND</sup> Flr East</u>		
Total Square Footage of Proposed Structure/Area <u>RENOVATION AREA = 9200 +/- SF</u>		Square Footage of Lot <u>18,600 +/- SF</u>
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <u>0317      G      014</u>	Applicant * <u>must</u> be owner, Lessee or Buyer* Name <u>TERBAX REALTY INC</u> Address <u>P.O. Box 7525</u> City, State & Zip <u>Portland, ME 04112</u>	Telephone: <u>772-6404</u>  <u>5700</u> <u>30</u>
Lessee/DBA (If Applicable) <u>SPINNAKER TRUST</u> <u>123 FREE ST.</u> <u>Portland, ME</u>	Owner (if different from Applicant) Name Address City, State & Zip <u>RECEIVED JUN 11 2012</u> <u>Dept. of Building Inspections</u> <u>City of Portland Maine</u>	Cost Of <u>570,000</u> Work: \$ <u>569,917.</u> C of O Fee: \$ _____ Total Fee: \$ <u>5,719.17</u> <u>5730.00</u>
Current legal use (i.e. single family) <u>BUSINESS OFFICE</u> If vacant, what was the previous use? <u>BUSINESS OFFICE</u> Proposed Specific use: <u>BUSINESS</u> Is property part of a subdivision? <u>NO</u> If yes, please name _____ Project description: <u>RENOVATE 2ND FLOOR TENANT SPACE AND INSTALL A CONVIENCE STAIR BETWEEN THE 2ND &amp; 3RD FLOOR TENANT SPACES (STRUCTURAL TO FOLLOW).</u>		
Contractor's name: <u>HEBERT CONSTRUCTION, LLC</u> Address: <u>9 GOULD ROAD</u> City, State & Zip <u>LEWISTON, ME 04240</u> Telephone: <u>783-2091</u> Who should we contact when the permit is ready: <u>MIKE HEBERT</u> Telephone: <u>783-2091</u> Mailing address: <u>SAME AS ABOVE</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](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 Michael P Hebert Date: 6-5-12

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



# Certificate of Design

Date: MAY 31, 2012 *revised 24 July 2012*

From: MONICA ANN DOMINIK

These plans and / or specifications covering construction work on:

SPINNAKER TRUST THE BAYTER BUILDING - INTERIOR OFFICE FIT-UP  
562 CONGRESS STREET - 123 FREE STREET (2ND FLOOR EAST)

Have been designed and drawn up by the undersigned, a Maine registered <sup>INTERIOR DESIGNER</sup> Architect-Engineer according to the ~~2009~~ <sup>2009</sup> International Building Code and local amendments, *and reviewed by Glenn Harmon, 2009, RA*



Signature: *Monica Ann Dominik*

Title: INTERIOR DESIGNER

Firm: MDESIGNS

Address: 141 FALMOUTH RD  
FALMOUTH MAINE 04105

Phone: 207-233-5517

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)





# PORTLAND MAINE

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## Receipts Details:

**Tender Information:** Check , Check Number: 72435

**Tender Amount:** 5730.00

## Receipt Header:

**Cashier Id:** bsaucier

**Receipt Date:** 6/11/2012

**Receipt Number:** 44803

## Receipt Details:

Referance ID:	6842	Fee Type:	BP-Constr
Receipt Number:	0	Payment Date:	
Transaction Amount:	5720.00	Charge Amount:	5720.00
Job ID: Job ID: 2012-06-4199-ALTCOMM - Renovate 2nd floor; install stairs bet. 2nd & 3rd			
Additional Comments: 562 Congress			

Referance ID:	421	Fee Type:	MISC-Over Payment
Receipt Number:	0	Payment Date:	
Transaction Amount:	10.00	Charge Amount:	10.00
Job ID: Miscellaneous charges			



# CITY OF PORTLAND, MAINE

Department of Building Inspections

## Original Receipt

6/8 2012

Received from Simon Hebert

Location of Work 562 Congress St 2nd Floor  
to 3rd floor

Cost of Construction \$ \_\_\_\_\_ Building Fee: 50,000

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

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

Total: 5730.00

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

Other \_\_\_\_\_

CBL: \_\_\_\_\_

Check #: 0128 Total Collected \$ 5,730

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

Taken by: 

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

*Letter of Transmittal*

**To:** Jeannie Burke  
Portland City Hall  
Inspection Division  
389 Congress St.  
Portland, ME 04101  
Ph: 207-874-8703

**Transmittal #:** 1  
**Date:** 7/10/2012  
**Job:** 120088 562 Congress ST- Spinnaker

**Subject:** Spinnaker Trust Drawing

- WE ARE SENDING YOU**
- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Attached       | <input type="checkbox"/> Under separate cover via | <input type="checkbox"/> None the following items: |
| <input type="checkbox"/> Shop drawings  | <input type="checkbox"/> Prints                   | <input checked="" type="checkbox"/> Plans          |
| <input type="checkbox"/> Copy of letter | <input type="checkbox"/> Change order             | <input type="checkbox"/> Specifications            |
|   |   | <input type="checkbox"/> Samples                   |
|   |   | <input type="checkbox"/> Other                     |

Document Type	Copies	Date	No.	Description
Other	1	7/10/12		SI (structural framing plan/ stairwell opening)
Other	1	7/10/12		Architectual plans LP-1, D1, D2, I-1, I-2, I-3 & I-5

**THESE ARE TRANSMITTED as checked below:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> For approval            | <input type="checkbox"/> Approved as submitted            | <input type="checkbox"/> Resubmit ___ copies for approval   |
| <input checked="" type="checkbox"/> For your use | <input type="checkbox"/> Approved as noted                | <input type="checkbox"/> Submit ___ copies for distribution |
| <input type="checkbox"/> As requested            | <input type="checkbox"/> Returned for corrections         | <input type="checkbox"/> Return ___ corrected prints        |
| <input type="checkbox"/> For review and comment  | <input type="checkbox"/> Other                            |   |
| <input type="checkbox"/> FOR BIDS DUE            | <input type="checkbox"/> PRINTS RETURNED AFTER LOAN TO US |   |

RECEIVED  
JUL 10 2012  
Dept. of Building Inspections  
City of Portland Maine

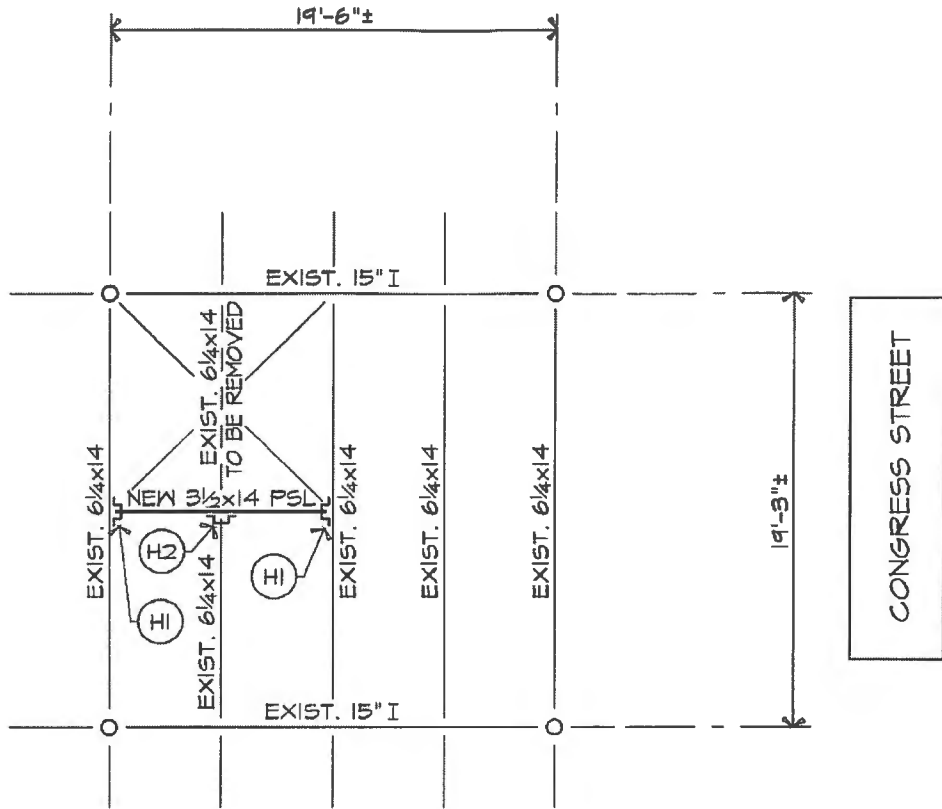
**Remarks:**

**Copy To:**

PLEASE SEE D-1 FOR COMMON  
STAIR SECTION - ATTACHED  
ENGINEERING TO FRAME STAIR OPENING.

**From:** Michael Hebert (Hebert Construction)

**Signature:** Mike Hebert



## PARTIAL FRAMING PLAN

1/8" = 1'-0"

(H1) SIMPSON HU416 HANGER

(H2) SIMPSON HU210-4 HANGER w/ 18-16d NAILS INTO PSL & 8-16d NAILS INTO EXIST. BEAM

NOTE: SIDES OF EXIST. BEAM WILL NEED TO BE "TRIMMED" SLIGHTLY IN ORDER FOR BEAM TO FIT INTO 6 1/8" WIDE HANGER

RECEIVED  
 JUL 17 2012  
 Dept. of Building Inspection  
 City of Portland, Maine

STATE OF MAINE  
 PETER L. LINCOLN  
 NO. 3913  
 LICENSED PROFESSIONAL ENGINEER  
 5.31.12

562 CONGRESS STREET  
 STAIR OPENING  
 PORTLAND, ME

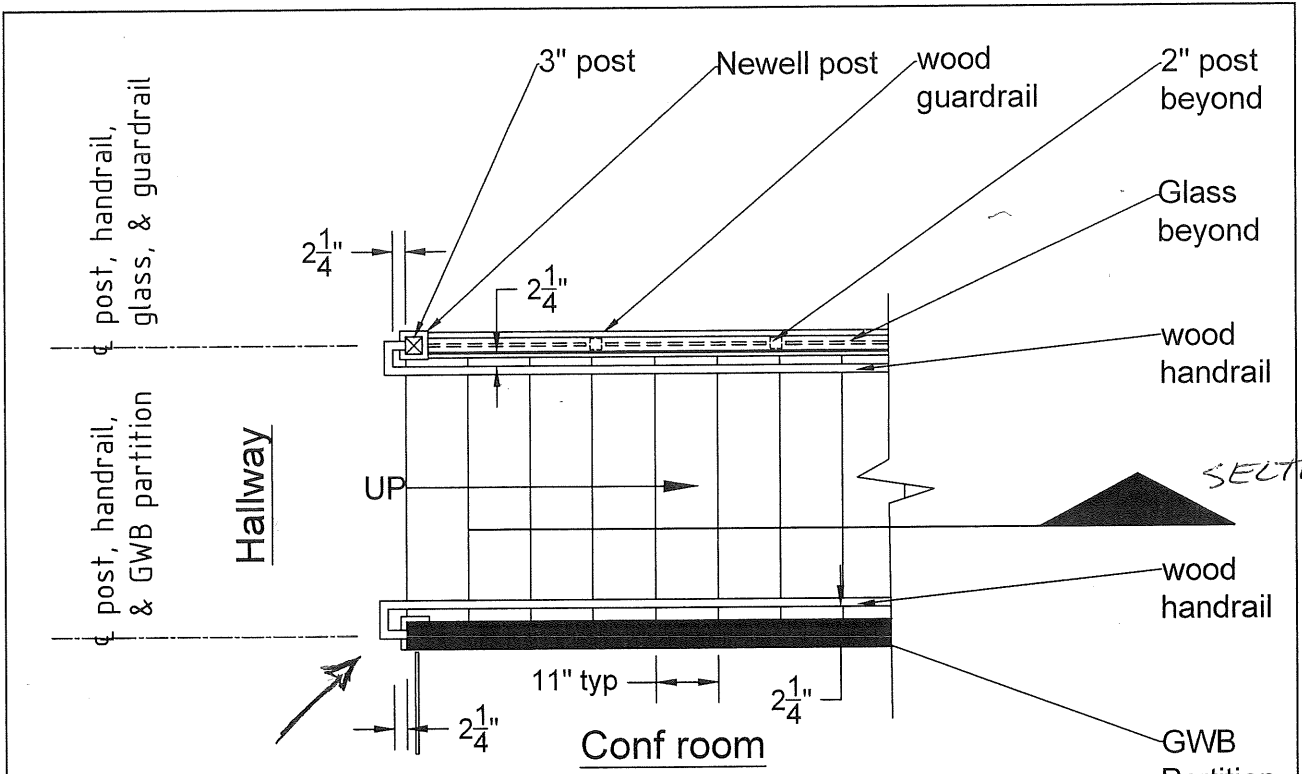
Lincoln/Haney  
 Engineering Associates, Inc.

6 Federal Street  
 Brunswick, Maine 04011  
 1-207-729-1061

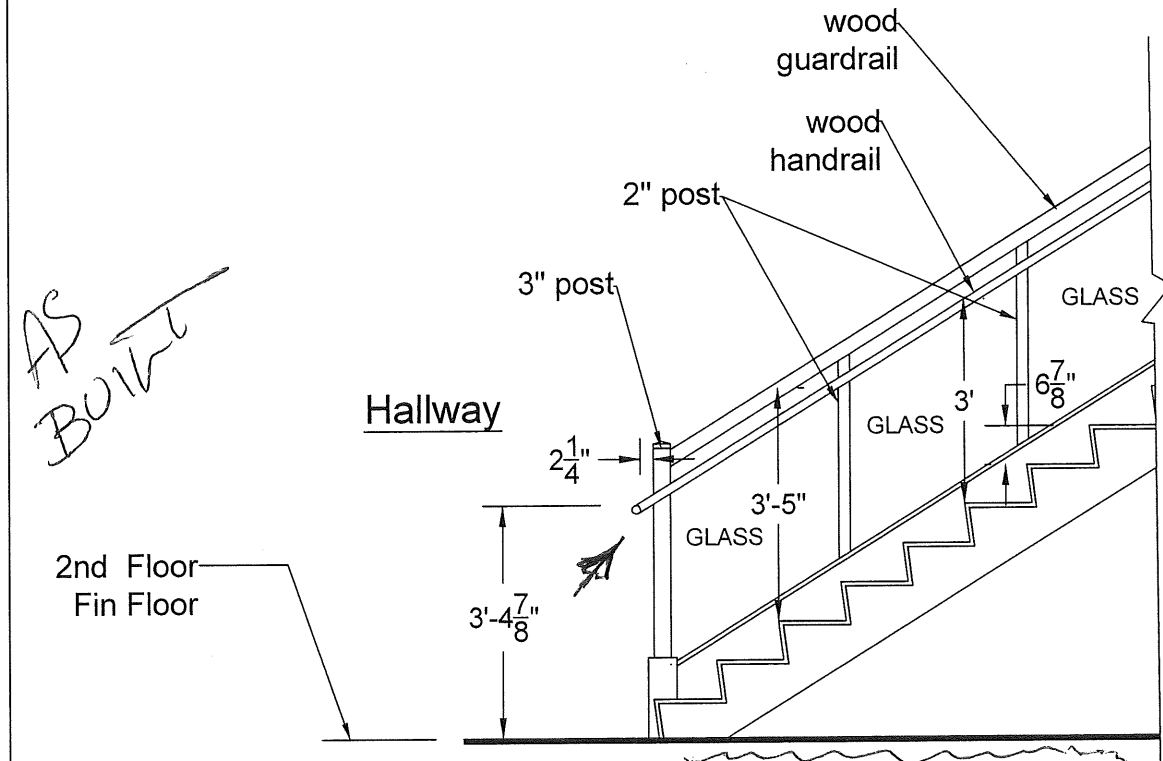
DRAWING

SI

Project No. 2012.060	By: PLL	Date: 5-31-12
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Plan (2nd floor)



Section (2nd floor)

*AS BUILT*

*OK TMM - 2/25/13*

*104.10 - MODIFICATIONS*

*Jason 212-2174*

123 Free St.  
Portland, Maine

2nd Floor Communicating Stair  
Handrail Termination Detail

Revisions

SK-2  
2/19/13



# EASTERN FIRE PROTECTION

FIRE SPRINKLER CONTRACTORS AND DESIGNERS  
P.O. Box 1390 Auburn, Maine 04211-1390

207-784-1507 Fax: 207.782.0566

**DATE: 10/10/12**

***SUBJECT: Spinnaker Trust - 2<sup>nd</sup> Flr and Stairway  
Fire Sprinkler Letter of Compliance***

***Mike,***

***This letter is to inform you that the sprinkler system that was designed and installed for the newly renovated area at 123 Free Street in Portland Maine, was done in accordance with NFPA #13, state, and local codes.***

***The remolded area of the 2<sup>nd</sup> flr is protected with an existing NFPA 13 wet sprinkler system. Sprinkler heads and piping have been added, removed and or relocated to accommodate the new tenant fit-up layout.***

***Please do not hesitate to call with any questions you may have.***

***Sincerely,***

***Robert A. Taylor***

***Eastern Fire Protection Co. – Construction Superintendent***