

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND BUILDING PERMIT



**This is to certify that**

TERBAX REALTY INC /WRIGHT RYAN  
CONSTRUCTION

**PERMIT ID:** 2012-65609

**Located at**

562 CONGRESS ST

**CBL:** 037 G014001

has permission to **Fit up existing office space on 4th & 5th floors.**

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes 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 procured prior to occupancy.

\_\_\_\_\_  
**Fire Prevention Officer**

\_\_\_\_\_  
**Code Enforcement Officer / Plan Reviewer**

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

**PERMIT ID:** 2012-65609

**Located at:** 562 CONGRESS ST

**CBL:** 037 G014001

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

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

|                                 |  |                            |
|---------------------------------|--|----------------------------|
| <b>Permit No:</b><br>2012-65609 | <b>Date Applied For:</b><br>12/12/2012 | <b>CBL:</b><br>037 G014001 |
|---------------------------------|--|----------------------------|

|   |  |   |                                |
|---|--|---|--------------------------------|
| <b>Location of Construction:</b><br>562 CONGRESS ST | <b>Owner Name:</b><br>TERBAX REALTY INC            | <b>Owner Address:</b><br>5 MILK ST                        | <b>Phone:</b>                  |
| <b>Business Name:</b>                               | <b>Contractor Name:</b><br>WRIGHT RYAN CONSTRUCTIO | <b>Contractor Address:</b><br>10 DANFORTH STREET Portland | <b>Phone</b><br>(207) 773-3625 |
| <b>Lessee/Buyer's Name</b>                          | <b>Phone:</b>                                      | <b>Permit Type:</b><br>Alterations - Commercial           |                                |

|   |   |
|---|---|
| <b>Proposed Use:</b><br>Same: 1st floor retail with offices above | <b>Proposed Project Description:</b><br>Fit up existing office space on 4th & 5th floors. |
|---|---|

**Dept:** Zoning      **Status:** Approved      **Reviewer:** Marge Schmuckal      **Approval Date:** 12/12/2012  
**Note:**      **Ok to Issue:**

**Dept:** Building      **Status:** Approved w/Conditions      **Reviewer:** Jeanie Bourke      **Approval Date:** 01/25/2013  
**Note:**      **Ok to Issue:**

- 1) The glazed wall panels shall meet the loading requirements of IBC Sec. 2403 and Chap. 16.
- 2) 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.
- 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) Any modifications to existing building systems and all new systems (HVAC, electrical, plumbing) shall meet IECC 2009 or ASHRAE 90.1-2007 requirements for energy code compliance.

**Dept:** Fire      **Status:** Approved w/Conditions      **Reviewer:** Ben Wallace Jr      **Approval Date:** 01/31/2013  
**Note:**      **Ok to Issue:**

- 1) Construction shall comply with City Code Chapter 10 at final inspection.
- 2) Any Fire alarm or Sprinkler systems shall be reviewed by licensed contractors for code compliance. Compliance letters are required. A current fire alarm inspection sticker and sprinkler system tags are required. Current fire alarm an sprinkler system inspection and tests reports shall be provided on demand.
- 3) A fire alarm system is required.
- 4) 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. Additional EXIT signs and emergency lighting may be required as necessary.
- 5) Fire extinguishers are required per NFPA 1.
- 6) 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.

**BUILDING PERMIT INSPECTION PROCEDURES**  
Please call 874-8703 (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.**

**REQUIRED INSPECTIONS:**

Close-in Plumbing/Framing  
Above Ceiling Inspection  
Final - Commercial  
Final - Electric  
Final - Fire

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) 874-8716

|                          |             |                     |
|--------------------------|-------------|---------------------|
| Permit No:<br>2012-65609 | Issue Date: | CBL:<br>037 G014001 |
|--------------------------|-------------|---------------------|

|  |  |  |  |
|--|--|--|--|
| Location of Construction:<br>562 CONGRESS ST                                       | Owner Name:<br>TERBAX REALTY INC                           | Owner Address:<br>5 MILK ST  | Phone:   |
| Business Name:   | Contractor Name:<br>WRIGHT RYAN CONSTRUCTIO                | Contractor Address:<br>10 DANFORTH STREET Portland   | Phone<br>(207) 773-3625                            |
| Lessee/Buyer's Name  | Phone:   | Permit Type:<br>Alterations - Commercial   | Zone:<br>B3  |
| Past Use:<br>1st floor retail with offices above                                   | Proposed Use:<br>Same: 1st floor retail with offices above | Permit Fee:<br>\$12,520.00   | Cost of Work:<br>\$1,250,000.00                    |
| Proposed Project Description:<br>Fit up existing office space on 4th & 5th floors. |  | FIRE DEPT:<br><input checked="" type="checkbox"/> Approved<br><input type="checkbox"/> Denied<br><input type="checkbox"/> N/A<br>1/31/13 | INSPECTION:<br>Use Group: B Type: 3A<br>MUBEC 2009 |
|  |  | Signature: <i>[Signature]</i>  | Signature: <i>[Signature]</i> 1/25/13              |
|  |  | PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)  |  |
|  |  | Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied                 |  |
|  |  | Signature: _____ Date: _____   |  |

|                         |                                 |                        |  |
|-------------------------|---------------------------------|------------------------|--|
| Permit Taken By:<br>bjs | Date Applied For:<br>12/12/2012 | <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"/> Wetland</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p>Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/></p> <p>Date: <i>12/12/12</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><br/><i>with</i></p> <p><input type="checkbox"/> Not in District 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>Date: <i>Requires 3A separate review &amp; approval</i></p> |
|---|--|--|--|

**CERTIFICATION**

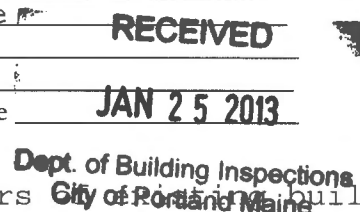
I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, 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 | PHONE |



# 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>4th&amp;5th Floor of 562 Congress St Portland, ME 04101</u>   |  |   |
| Total Square Footage of Proposed Structure/Area<br><u>35,200sf</u>   |  | Square Footage of Lot   |
| Tax Assessor's Chart, Block & Lot<br>Chart#      Block#      Lot#<br><br><u>037-G014-001</u>   | Applicant * <b>must be owner, Lessee or Buyer</b> *<br>Name <u>Archetype, Pa</u><br>Address <u>48 Union Wharf</u><br>City, State & Zip <u>Portland, ME 04101</u> | Telephone:<br><br><u>207-772-6022</u>   |
| Lessee/DBA (If Applicable)   | Owner (if different from Applicant)<br>Name<br>Address<br>City, State & Zip  | Cost Of Work: <u>\$1,250,000.00</u><br>C of O Fee: \$ _____<br>Total Fee: \$ <u>12,520.00</u> |
| Current legal use (i.e. single family) <u>Commercial Office Space</u><br>If vacant, what was the previous use? _____<br>Proposed Specific use: <u>Commercial Office Space</u><br>Is property part of a subdivision? _____ If yes, please name _____<br>Project description:<br><u>Fit up of existing office spaces on two floors</u> |  |   |
|    |  |   |
| Contractor's name: <u>Wright-Ryan Construction</u>   |  |   |
| Address: <u>10 Danforth Street</u>   |  |   |
| City, State & Zip <u>Portland, ME 04101</u>  |  | Telephone: <u>207-773-3625</u>  |
| Who should we contact when the permit is ready: <u>Patrick Skall</u>   |  | Telephone: <u>207-773-3625</u>  |
| Mailing address: <u>10 Danforth Street Portland, ME 04101</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:  Date: 1/24/13

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



# Certificate of Design Application

From Designer:

Whited Planning + Design

Date:

12/07/12

Job Name:

Diversified Communications 4th & 5th floors, tenant fitout

Address of Construction:

121 Free St, Portland, ME 04101

## 2003 International Building Code

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

Building Code & Year MUBEC Use Group Classification (s) Business

Type of Construction Type III (211)

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

Is the Structure mixed use? No If yes, separated or non separated or non separated (section 302.3) N/A

Supervisory alarm System? Yes Geotechnical/Soils report required? (See Section 1802.2) No

### Structural Design Calculations

No new work 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 |
|----------------|-------------|
| _____          | _____       |
| _____          | _____       |
| _____          | _____       |
| _____          | _____       |
| _____          | _____       |

### 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)

### Earth design data (1603.1.5, 1614-1623)

- \_\_\_\_\_ Design option utilized (1614.1)
- \_\_\_\_\_ Seismic use group ("Category")
- \_\_\_\_\_ Spectral response coefficients,  $S_D$ s &  $S_{D1}$  (1615.1)
- \_\_\_\_\_ Site class (1615.1.5)

- \_\_\_\_\_ 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)

### Flood loads (1803.1.6, 1612)

- \_\_\_\_\_ Flood Hazard area (1612.3)
- \_\_\_\_\_ Elevation of structure

### 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)



# Accessibility Building Code Certificate

**Designer:** Whited Planning + Design

**Address of Project:** 121 Free St, Portland ME 04101

**Nature of Project:** Renovation and tenant fit-up of an  
existing business-occupancy space, located on the 4th and  
5th floors of the Baxter Building, located at 121 Free St.  
See scope of work on cover sheet of drawings.

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.

**(SEAL)**

**Signature:** Lisa M. Whited, CID #2115

**Title:** Certified Interior Designer

**Firm:** Whited Planning + Design

**Address:** 45 Heather Rd  
Portland, ME 04103

**Phone:** 207 329 2189

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)



# Certificate of Design

Date: 12-7-12

From: Whited Planning + Design

These plans and / or specifications covering construction work on:

4th and 5th floor tenant fit-out at 121 Free Street, Portland, ME 04101.

**Certified Interior Designer**

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: Lisa M. Whited, CID #2115

Title: Certified Interior Designer

Firm: Whited Planning + Design

Address: 45 Heather Rd

Portland, ME 04101

Phone: 207 329 2189

**(SEAL)**

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)



Letter of Transmittal



Wright-Ryan Construction, Inc.

10 Danforth Street  
Portland, ME 04101  
Ph : (207) 773-3625

To: City of Portland  
389 Congress St.  
Portland, ME 04101  
Ph: 874-8300 Fax: 874-8716

Transmittal #: 1  
Date: 12/11/2012  
Job: 1223 Div Com 4th & 5th Floor

Subject: Permit Package - Diversifed Communication 4th & 5th Floor

- WE ARE SENDING YOU**
- Attached
  - Under separate cover via None the following items:
  - Shop drawings
  - Prints
  - Plans
  - Samples
  - Copy of letter
  - Change order
  - Specifications
  - Other

| Document Type | Copies | Date    | No. | Description                       |
|---------------|--------|---------|-----|-----------------------------------|
| DWGS          | 2      | 12/4/12 |     | Drawings Complete Set (Full Size) |
| DWGS          | 1      | 12/4/12 |     | Drawings Complete Set (11x17)     |
| DWGS          | 1      | 12/4/12 |     | Drawings Complete Set (CD)        |
|               | 1      | 12/4/12 |     | Permit Application & Check        |
|               | 0      |         |     |                                   |

THESE ARE TRANSMITTED as checked below:

- For approval
- For your use
- As requested
- For review and comment
- FOR BIDS DUE
- Approved as submitted
- Approved as noted
- Returned for corrections
- Other
- PRINTS RETURNED AFTER LOAN TO US
- Resubmit \_\_\_ copies for approval
- Submit \_\_\_ copies for distribution
- Return \_\_\_ corrected prints

Remarks: Please see the attached permit package for Diversified Communication 4th & 5th Floor Renovation and Fit-up.

Thanks,  
Pat  
207-504-7165

Copy To:

From: Patrick Skall (Wright-Ryan Construction)

Signature: \_\_\_\_\_





# Certificate of Design

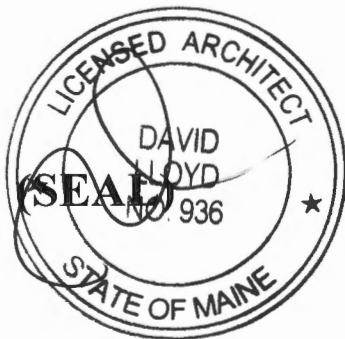
Date: 1/22/13

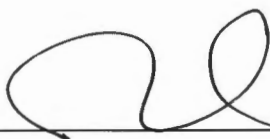
From: Archetype, PA

These plans and / or specifications covering construction work on:

4th and 5th floor tenant fit-out at 121 Free Street, Portland, ME 04101.

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



Signature: 

Title: Maine Licensed Architect # 936

Firm: Archetype, PA

Address: 48 Union Wharf  
Portland, ME 04101

Phone: 207 772-6022

RECEIVED  
JAN 25 2013

Dept. of Building Inspections  
City of Portland, Maine  
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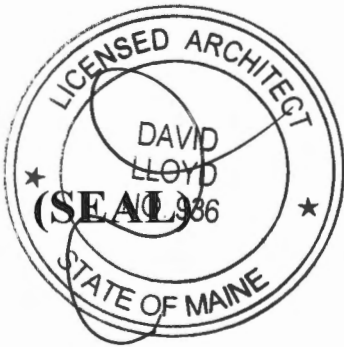
# Accessibility Building Code Certificate

**Designer:** Archetype, PA

**Address of Project:** 121 Free St, Portland ME 04101

**Nature of Project:** Renovation and tenant fit-up of an  
existing business-occupancy space, located on the 4th and  
5th floors of the Baxter Building, located at 121 Free St.  
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**Signature:** 

**Title:** Maine Licensed Architect #936

**Firm:** Archetype, PA

**Address:** 48 Union Wharf  
Portland, ME 04101

**Phone:** 207 772-6022

**RECEIVED**  
**JAN 25 2013**

**Dept. of Building Inspections  
 City of Portland Maine**

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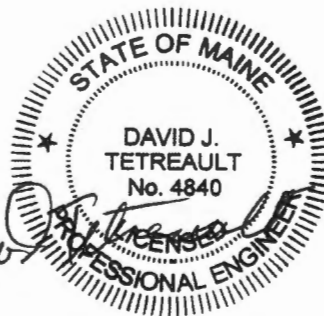
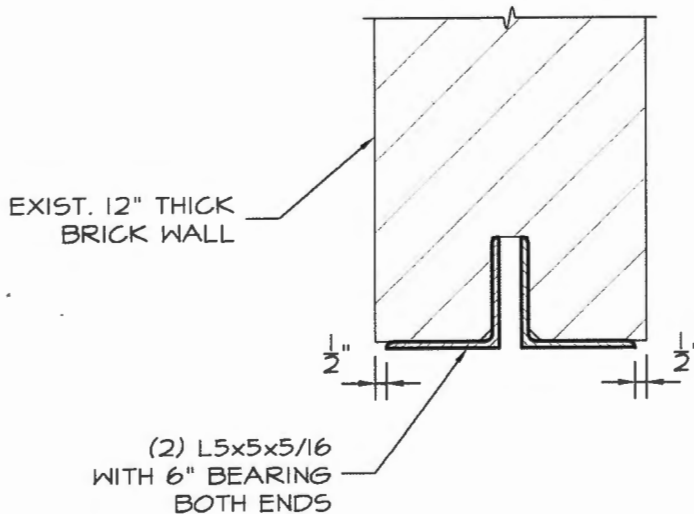
22 Oakmont Drive  
 Old Orchard Beach, ME 04064-4121  
 Phone: (207) 934-8038  
 Fax: (207) 934-8039

**FIELD NOTES**

JOB NAME: **Diversified Communications**  
 JOB NO.: **13006**  
 DATE OF VISIT: **Jan. 23, 2013**  
 CLIENT: **Archetype, P.A.**  
 OBSERVERS: **David Tetreault, SDC**

I verified the construction of the 4th floor masonry wall at the proposed new ATM opening. The wall is a 12" thick brick wall and appeared to be in good condition. The wall supports wood floor framing. The bottom of the supported framing is approximately 5'-6" above the proposed opening.

The width of the proposed opening in the brick wall will be provided by the ATM supplier. I determined the required lintel size for the opening subsequent to my visit. I assumed a 48" wide opening in determining the lintel size. Please notify me if the rough opening is wider than 48". The required steel lintel is shown below:



RECEIVED  
 JAN 25 2013

Dept. of Building Inspections  
 City of Portland Maine