



Fire Alarm 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.

Complete and submit the following

- Design complies with City Code Ch. 10 and Fire Department Regulations Ch 5: WFA 72
- Life Safety Code Occupancy Classification: 101
- A formal code analysis may be required depending on the complexity of the property: _____
- The top occupiable floor of the building greater than 75 ft. above the lowest level of fire department access (high-rise)? no
- Is this new work or a renovation to an existing system? existing
- Name of company providing programming and certification of system Mammoth Fire
(see <http://www.portlandmaine.gov/fireprevention/firealarmcompanies.asp> for approved companies):
- Vectored pdf plans and documents included
- Accurate scalable floor plan(s)
- Reflected ceiling or electrical plans are not acceptable. The plans shall be represent only the fire alarm system
- Each plan shall have a graphic scale
- Each plan shall have a 3 in. x 3 in. space reserved in the top right hand corner for city approval stamp
- Each plan shall have FA and a sheet number and a descriptive title on it
- Each sheet shall be saved as a separate file and named the sheet number and title (ex. FA-01 First Floor, FA-04 Wiring Diagram, etc.)
- In order to review revisions to previously submitted plans, each revision shall have the same file name as the previous version
- Each document shall be a separate file with a descriptive file name
- An example of one document and file is a four-page data sheet for one smoke detector
- Designer qualifications (copy of NICET IV certificate or stamped plans and documents)
- Scope of work upgrade str 1-5 of FA + voice evac.
- Wiring diagram(s)

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

- Annunciator details
- Operations matrix
- Battery and voltage calculations
- Equipment data sheets
- A city electrical permit has been pulled

Master Box Approval (complete all items for approval)

- Is this check list applicable?
- Will a master box be installed? _____
- AES approved installing contractor? existing
- Documentation of AES approval: _____
- Property Owner? Maine College of Arts.
- Property Owner Billing Address? _____
- Property common name: _____
- E-911 Address for protected premises: _____
- Life Safety Code Occupancy Classification: _____
- Emergency contact name: _____
- Emergency contact phone: (____) _____ - _____
- Additional emergency contact phone: (____) _____ - _____
- Number of stories protected? _____
- Number of square feet of structure protected? _____
- Is the building protected by a supervised, automatic sprinkler system? _____

* See Applicant Submittal Requirements for Electronic Plan Review.

Separate permits are required for internal and external plumbing, & electrical installations. 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 Dept of Permitting & Inspections 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 www.portlandmaine.gov, stop by the office, room 315 City Hall, email us at buildinginspections@portlandmaine.gov or call 874-8703.

Permit Fees: \$11 for the first \$1000 worth of work, \$15 per every other \$1000 worth of work

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Department of Permitting and Inspections

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding that this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the selections below.

1. Once the complete application package has been received by us, and entered into the system
2. You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the process.
3. You then have the following four (4) payment options:

- provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment
- call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone
- hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall
- deliver a payment method through the U.S. Postal Service, at the following address:

**City of Portland
Department of Permitting and Inspections
389 Congress Street, Room 315
Portland, Maine 04101**

By signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via e-mail. *No work shall be started until I have received my permit.*

Applicant Signature: _____

Date: _____

I have provided digital copies and sent them on: _____

Date: _____

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.



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.

Address/Location of Construction: <u>522 Congress St.</u>		
Total Square Footage of Proposed Structure: _____		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Applicant Name: <u>MCCA</u> Address: <u>522 Congress St</u> City, State & Zip: <u>Portland ME</u>	Telephone: <u>207-699-5082</u> Email: <u>ddoerme@mca.edu</u>
Lessee/Owner Name: (if different than applicant) Address: City, State & Zip: Telephone: E-mail:	Contractor Name: (if different from Applicant) <u>Mancini Electric</u> Address: <u>Shelden St</u> City, State & Zip: <u>Portland ME</u> Telephone: <u>207-774-5829</u> E-mail:	Cost of Work: \$ _____ C of O Fee: \$ _____ Historic Rev \$ _____ Total Fees: \$ _____
Current Use (i.e. single family) <u>college - education</u>		
If vacant, what was the previous use? <u>NA</u>		
Proposed Specific use: <u>college</u>		
Is property part of a subdivision? If yes, please Name <u>NO</u>		
Project description: <u>college</u>		
Who should we contact when the permit is ready: <u>Susan McCarthy 603-674-4594</u>		
Address: <u>710 Sawyer Rd</u>		
City, State & Zip: <u>Westbrook ME 04092</u>		
E-mail Address: <u>Susan.McCarthy@mammothfire.com</u>		
Telephone: <u>603-674-4594</u>		

Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.

In order to be sure the City fully understands the full scope of the project, the 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 Department of Permitting and Inspections on-line at www.portlandmaine.gov, or stop by the 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: <u>Susan McCarthy</u>	Date: <u>9/22/14</u>
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This is not a permit; you may not commence ANY work until the permit is issued.