



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>516 Congress Street</u>		
Total Square Footage of Proposed Structure/Area <u>6,000</u>	Square Footage of Lot <u>10,000</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>37</u> Block# <u>H</u> Lot# <u>9</u>	Applicant * must be owner, Lessee or Buyer * Name <u>Community Television Network</u> Address <u>516 Congress St.</u> City, State & Zip <u>Portland, ME 04101</u>	Telephone: <u>207-775-2900</u> <u>Ext. 200</u>
Lessee/DBA (If Applicable) <u>Community Television Network</u>	Owner (if different from Applicant) Name <u>Harold Pachios</u> <u>WATERFRONT NY</u> Address <u>224 12th Avenue</u> City, State & Zip <u>NY, NY 10001</u>	Cost Of Work: \$ <u>30</u> C of O Fee: \$ <u>75</u> Total Fee: \$ <u>105</u>
Current legal use (i.e. single family) <u>television studio</u> If vacant, what was the previous use? _____ Proposed Specific use: <u>Television Studio + Theater</u> Is property part of a subdivision? <u>NO</u> If yes, please name _____ Project description: <u>To use our television studio as a theater during the evenings and weekends.</u>		
Contractor's name: <u>City of Portland, Kathy Alves, Public Facilities</u> Address: <u>389 Congress Street</u> City, State & Zip <u>Portland, ME 04101</u> Telephone: <u>207-233-8523</u> Who should we contact when the permit is ready: <u>Tom Handel 775-2900 x 200</u> Telephone: Mailing address: <u>516 Congress 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, 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: [Signature] Date: 3/18/13

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



Commercial Interior & Change of Use 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.

One (1) complete set of construction drawings must include:

Note: Construction documents for costs in excess of \$50,000.00 must be prepared by a Design Professional and bear their seal.

- NA* Cross sections w/framing details *NO NEW FRAMING*
- NA* Detail of any new walls or permanent partitions *NO NEW WALLS*
- Floor plans and elevations
- NA* Window and door schedules *NO NEW WINDOW OR DOORS*
- NA* Complete electrical and plumbing layout. *NO ELECTRICAL OR PLUMBING WORK*
- NA* Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review *NO SUCH WORK*
- Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IECC 2009
- NA* Proof of ownership is required if it is inconsistent with the assessors records.
- NA* Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".
- Per State Fire Marshall, all new bathrooms must be ADA compliant.

Separate permits are required for internal and external plumbing, HVAC & electrical installations.

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including:

- The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines.
- Location and dimensions of parking areas and driveways, street spaces and building frontage.
- Dimensional floor plan of existing space and dimensional floor plan of proposed space.

A Minor Site Plan Review is required for any change of use between 5,000 and 10,000 sq. ft. (cumulatively within a 3-year period)

Fire Department requirements.

The following shall be submitted on a separate sheet:

- Name, address and phone number of applicant **and** the project architect.
- Proposed use of structure (NFPA and IBC classification)
- Square footage of proposed structure (total and per story)
- Existing and proposed fire protection of structure.
- Separate plans shall be submitted for
 - a) Suppression system
 - b) Detection System (separate permit is required)
- A separate Life Safety Plan must include:
 - a) Fire resistance ratings of all means of egress
 - b) Travel distance from most remote point to exit discharge
 - c) Location of any required fire extinguishers
 - d) Location of emergency lighting
 - e) Location of exit signs
 - f) NFPA 101 code summary
- NA** Elevators shall be sized to fit an 80" x 24" stretcher.

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.

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Permit Fee: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost

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

Change of Use Description
Community Television Network
Contact Person: Tom Handel
tom@ctn5.org
516 Congress Street
Portland, Maine 04101
(207) 775-2900

Proposed Change of Use

The Community Television Network (CTN) currently operates a television studio at 516 Congress Street where live and taped studio productions are recorded with and without a live studio audience. These productions usually occur during the day Monday through Thursday, occasionally in the evening on these say days and infrequently on a Friday, Saturday or Sunday.

Our change of use is to include Lucid Stage in our facility for evening rehearsals mid-week and performances during three weekends each month. Lucid Stage plans to have audiences of up to 50 people up to three weekends a month. In order to do this, we will move our cameras to the back of the studio, and line up rows of stackable chairs in the middle of the room facing the stage/set area in 6 rows of 10 chairs each row. There will be side aisles each 3 feet wide and a center aisle 4 feet wide. See Studio Seating Plan Exhibit A.

Square Footage of Ground Floor: 6000 sq. ft.

Audience Entrance and Facilities

The audience will enter at the Congress Street entrance and proceed down the hallway to the studio doors to enter the theater. Currently, there are cubicles on the right side of the hallway just before the studio doors. These will be removed and replaced with art on the walls, and the space will become a gallery. Halfway down the hallway, there are two individual restrooms on the left. There is an exit in the back of the studio to a hallway with two individual restrooms on the left. . See Studio Change of Use Exhibit B.

Parking

There is metered street parking in the immediate area, specifically on the side streets Oak, Shepley, Casco and Brown. There are also five (5) public parking garages/lots each within two blocks of 516 Congress Street. See Parking Plan Exhibit C.

Life Safety Plan

There are two paths of egress from the studio/theater space, both marked with illuminated Exit signs with battery back-up. One is back to through the hallway where the audience entered and out on to Congress Street. The other is in the back of the studio/theater space through two sets of double doors and down a hallway that exits on to Free Street. Alternatively, audience members can exit into the front hallway, turn left 180 degrees and proceed down a hallway, through a fire rated door, turn left down another hallway and turn right through a set of double doors down the hallway to exit on the Free Street. There is a pull station and fire extinguisher in the front entrance, 2 fire extinguishers in the front

hallway way and another pull station in the back of the studio theater. See Life Safety Plan Exhibit D.

- a) Fire resistance ratings of all means of egress: 20 minutes
- b) Travel distance from most remote point to exit discharge: 87 feet
- c) Location of fire extinguishers (also indicated by FE on evacuation drawing)
 - a. To the right of the front door
 - b. Halfway down the hallway between front door and studio door
 - c. To the right of the door to the studio
- d) Location of emergency lighting:
 - a. Emergency lighting is located in the studio to the left of the entrance
 - b. There are also horn strobes in the following locations
 - i. In the wall of the conference room
 - ii. In the hall just past the lobby
 - iii. In the hall just before the entrance to the studio
 - iv. In the hall just before the back exit
 - v. In the studio on the opposite wall of the emergency light
 - vi. In the rear right corner of the studio
 - vii. At the beginning of the back hall exit
- e) Location of exit signs:
 - a. Over the front door
 - b. Over the back door of the studio
 - c. Over the door at the end of the back hall
 - d. On both sides of the door to the studio

Exhibit	Title
A	Seating Plan
B	Studio Use Change
C	Parking Plan
D	Life Safety Plan



Certificate of Design Application

From Designer: _____

Date: _____

Job Name: _____

Address of Construction: _____

Community Television Network

516 Congress St., Portland, ME 04101

2009 International Building Code

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

Building Code & Year Unknown Use Group Classification (s) Public Assembly/Business

Type of Construction NA

Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2009 IRC Yes

Is the Structure mixed use? yes If yes, separated or non separated or non separated (section 302.3) non separated

Supervisory alarm System? yes Geotechnical/Soils report required? (See Section 1802.2) _____

Structural Design Calculations

_____ 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_{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 I_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_f 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)



**CALIFORNIA DEPARTMENT OF FORESTRY and FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL**

REGISTERED FLAME RESISTANT PRODUCT

Product:

ROSCOFLAMEX NF

Registration No.

C-25201

Product Marketed By:

**ROSCO LABORATORIES
52 HARBOR VIEW AVENUE
STAMFORD, CT 06902**

This product meets the minimum requirements of flame resistance established by the California State Fire Marshal for products identified in Section 13115, California Health and Safety Code.

The scope of the approved use of this product is provided in the current edition of the **CALIFORNIA APPROVED LIST OF FLAME RETARDANT CHEMICALS AND FABRICS, GENERAL AND LIMITED APPLICATIONS CONCERNS** published by the California State Fire Marshal.

Deputy State Fire Marshal

Expire: 6/30/2013