



Permitting and Inspections Department
Michael A. Russell, MS, Director

Reviewed for Code Compliance
Permitting and Inspections Department
Approved with Conditions

03/01/2019

Commercial Interior Alteration Checklist

(Including change of use, tenant fit-up*, amendment and/or interior demolition)

All applications shall be submitted online via the Citizen Self Service portal. Refer to the attached documents for complete instructions. The following items shall be submitted (please check and submit all items):

- Commercial Interior Alterations Checklist** (this form)
- Impact Fee Form and documentation from Portland Water District** (refer to form for details and applicability)
- Plot plan/site plan** showing lot lines, shape and location of all structures, off-street parking areas and noting any dedicated parking for the proposed business
- Proof of Ownership or Tenancy** (If tenant, provide lease or letter of permission from landlord. If owner, provide deed or purchase and sale agreement if the property was purchased within the last 6 months.)
- Key plan** showing location of the area(s) of renovation within the building footprint and adjacent tenant uses
- Life Safety Plan** drawn to scale, showing egress capacity, any egress windows, occupancy load, travel distances, common path distance, dead end corridor length, separation of exits, illumination and marking of exits, portables fire extinguishers, fire separations and any fire alarm or fire sprinklers systems
- Existing floor plans/layouts** drawn to scale, including area layout, removals, exits and stairs
- Proposed floor plans/layouts** drawn to scale, including dimensions, individual room uses and plumbing fixtures

Please note: All plans shall be drawn to a measurable scale (e.g., 1/4 inch = 1 foot) and include dimensions. Construction documents prepared and stamped by a licensed architect or engineer shall be required for certain projects in accordance with the stated [Policy on Requirements for Stamped or Sealed Drawings](#).

Additional plans may also require the following (As each project has varying degrees of complexity and scope of work for repairs, alterations and renovations, some information may not be applicable. Please check and submit only those items that are applicable to the proposed project.):

- Code information** including use classifications, occupant loads, construction type, existing/proposed fire alarm, smoke and sprinkler protection systems, egress (exits and windows), fire separation areas and fire stopping
- Demolition plans and details for each story** including removal of walls and materials
- Construction and framing details** including structural load design criteria and/or non-structural details
- New stairs** showing the direction of travel, tread and rise dimensions, handrails and guardrails
- Wall and floor/ceiling partition types** including listed fire rated assemblies
- Sections and details** showing all construction materials, floor to ceiling heights, and stair headroom
- New door and window schedules** (include window U-factors)
- Accessibility features and design details** including the Certificate of Accessible Building Compliance
- Project specifications manual**
- A copy of the State Fire Marshal construction and barrier free permits.** For these requirements visit:

http://www.maine.gov/dps/fmo/plans/about_permits.html

Food service occupancies require additional plans and details for review, such as occupant load per square foot area for tables and chairs (**both inside and outside**), number of fixed bar, banquet and booth seating, equipment and plumbing fixture plans with schedule, hood location and interior finish materials. Accessible seating and counter details shall be included, please refer to this site: http://www.alphaonenow.org/userfiles/resto_access_sheet.pdf

Separate permits are required for internal and external plumbing, electrical installations, heating, ventilating and air conditioning (HVAC) systems, appliances and commercial kitchen hoods.

*Tenant fit-up: construction necessary within the demising walls of a leased space, including partitions, finishes, fixtures, lighting, power, equipment, etc. making the interior space suitable for the intended occupation.



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Certificate of Accessible Building Compliance

All facilities for the use of a public entity shall be readily accessible by individuals with disabilities.

Project Name: Brian Boru Project Address: 59 Center Street

Classification: Title II (State/Local Government) Title III (Public Accommodation/Commercial Facility)

New Building

- Americans with Disabilities Act (ADA)
 Maine Human Rights Act (MHRA)
 Barrier Free Certification (\$75,000+ scope of work)
 State Fire Marshal Plan Review Approval

Alteration/Addition

- Existing Building Completion date:
 Original Building: 1900
 Addition(s)/Alteration(s): 2017
 Americans with Disabilities Act (ADA)
 Path of Travel Yes No
 Maine Human Rights Act (MHRA)
 Exceeds 75% of existing building replacement cost
 Barrier Free Certification (\$75,000+ scope of work)
 State Fire Marshal Plan Review Approval

Occupancy Change/Existing Facility

- New Ownership – Readily Achievable Barrier Removal: _____

Residential

- Americans with Disabilities Act (ADA)
 Fair Housing Act (4+ units, first occupancy)
 Maine Human Rights Act (MHRA)
 Covered Multifamily Dwelling (4+ units)
 Public Housing (20+ units)
 Uniform Federal Accessibility Standards (UFAS)
 None, explain: _____

Contact Information:

Design Professional:

Joe Hemes

Signature

(This is a legal document and your electronic signature is considered a legal signature per Maine state law.)

Name: Joe Hemes

Address: 565 Congress Street, Portland

Phone: 207-749-7400

Maine Registration #: 1442

Owner:

Dan Steele

Signature

(This is a legal document and your electronic signature is considered a legal signature per Maine state law.)

Name: Dan Steele, B&B Real Estate

Address: 59 Center Street, Portland

Phone: 207-671-8584



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PARKS & RECREATION, TRANSPORTATION, AND WASTEWATER IMPACT FEE FORM

Please note that impact fees will not be assessed for projects that have been granted site plan approval prior to December 19, 2018.

Under the City's adopted ordinance, impact fees apply to any building permit application which results in: (a) an increase in the number of residential dwelling units or hotel rooms; (b) an increase in non-residential building square footage; (c) an increase in the number or size of water meters, or (d) a change of use which results in an increase in impact on municipal facilities, based on the use types below.

You do not need to complete the form below if all of the following apply to the project:

1. There is no proposed change to the total non-residential floor area;
2. There is no change to the use category (as listed below in the Land Use Information table);
3. There is no net increase in number of residential dwelling units or hotel rooms; and
4. There is no change to the number or size of water meters.

Applicant Name N/A

Project Address _____ Chart/Block/Lot (CBL) _____

1. Is this building permit application for an affordable housing project? Yes No
 If yes, what percentage of the units in the project are workforce or affordable units? _____ %
2. Has the site been occupied by a legally established and operating use in the last 12 months? Yes No
3. Have you previously requested or received an impact fee modification for this project? Yes No
Note: A fee modification may only be granted in certain circumstances as defined in the Impact Fee Ordinance. For more information, see here.

4. Existing and Proposed Land Use Information

If this building permit application involves a new use or change of use, please complete the following table. If no new use or change of use is proposed, then indicate not applicable/no change in the column at the right.

Use	Unit of Measure	Total Existing	Total Proposed for Project*	N/A No Change
Single- or two-family residential	Units			<input type="checkbox"/>
Multi-family residential	Units			<input type="checkbox"/>
Retail/Services	SF of Gross Floor Area			<input type="checkbox"/>
Office	SF of Gross Floor Area			<input type="checkbox"/>
Industrial	SF of Gross Floor Area			<input type="checkbox"/>
Institutional	SF of Gross Floor Area			<input type="checkbox"/>
Hotel	Rooms			<input type="checkbox"/>

*Total Proposed shall include any existing units or floor area to remain and any additional units or floor area to be created or converted.



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5. **Existing and Proposed Water Meter Information** - Submit capacity letter or other documentation from Portland Water District regarding water meter size, with this form. If you have questions about the water meter size needed for your project, please contact the Portland Water District at 761-8310.

Meter size (in inches)**	Capacity Ratio	NUMBER OF METERS	
		Total Existing	Total Proposed for Project*
5/8	1.00		
3/4	1.50		
1	2.50		
1 1/2	5.00		
2	8.00		
3	16.00		
6	50.00		
8	80.00		

*Total Proposed shall include any existing water meters to remain and any additional water meters to be added.

**If your water meter is of a size not listed on the table above, please contact the Permitting and Inspections Department at 874-8703.

6. I hereby certify that the details furnished on this form are true and accurate to the best of my knowledge and I undertake to inform you of any changes therein.

Applicant Signature Brewster Buttfeld

Date Feb. 6, 2019