

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

**CITY OF PORTLAND**

BUILDING INSPECTION

**PERMIT**

PERMIT ISSUED

Please Read  
Application And  
Notes, If Any,  
Attached

This is to certify that MAINE EMPLOYERS' MUTUAL INSURANCE COMPANY/Inc  
has permission to 2nd floor tenant fit-up New finish, new lighting, electrical, life safety, tel-data, new kitchenette  
AT 245 COMMERCIAL ST 2nd floor CB# 038 F006001

DEC 21 2009

City of Portland

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 buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and written permission procured before this building or part thereof is lathed or otherwise enclosed-in. 24 HOURS NOTICE IS REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

## OTHER REQUIRED APPROVALS

Fire Dept. [Signature] [Signature]  
Health Dept. \_\_\_\_\_  
Appeal Board \_\_\_\_\_  
Other \_\_\_\_\_  
Department Name

[Signature] 12/21/09  
Director Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

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

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

Permit No: 09-1375	Issue Date:	CBL: 038 F006001
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Location of Construction: 245 COMMERCIAL ST 2nd floor	Owner Name: MAINE EMPLOYERS' MUTUAL I	Owner Address: PO BOX 11409	Phone:
Business Name:	Contractor Name: Langford & Low, Inc.	Contractor Address: PO Box 662 Portland	Phone 2077975141
Lessee/Buyer's Name	Phone:	Permit Type: Alterations - Commercial	Zone: B-3

Past Use: Commerical - Office	Proposed Use: Commercial - Office - 2nd floor tenant fit-up New finishes, new lighting, electrical, life safety, tel-data, new kitchenette	Permit Fee: \$460.00	Cost of Work: \$44,000.00	CEO District: 1
		FIRE DEPT: <i>w/conditions</i> 12/11/09 <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: <i>B</i> Type: <i>1/A</i> <i>IBC 2003</i>	

Proposed Project Description: 2nd floor tenant fit-up New finishes, new lighting, electrical, life safety, tel-data, new kitchenette	Signature: <i>[Signature]</i>	Signature: <i>[Signature]</i>
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: Ldobson	Date Applied For: 12/01/2009	<b>Zoning Approval</b>
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<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 style="text-align: center; font-size: 24px; font-weight: bold;">PERMIT ISSUED</p> <p style="text-align: center; font-size: 18px;">DEC 21 2009</p> <p style="text-align: center;">City of Portland</p>	<p><b>Special Zone or Reviews</b></p> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date: <i>5/12/17/09</i>	<p><b>Zoning Appeal</b></p> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	<p><b>Historic Preservation</b></p> <input type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: <i>requires A</i>
	<p><i>Any exterior work requires separate review and 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

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

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

<b>Permit No:</b> 09-1375	<b>Date Applied For:</b> 12/01/2009	<b>CBL:</b> 038 F006001
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<b>Location of Construction:</b> 245 COMMERCIAL ST 2nd floor	<b>Owner Name:</b> MAINE EMPLOYERS' MUTUAL I	<b>Owner Address:</b> PO BOX 11409	<b>Phone:</b>
<b>Business Name:</b>	<b>Contractor Name:</b> Langford & Low, Inc.	<b>Contractor Address:</b> PO Box 662 Portland	<b>Phone</b> (207) 797-5141
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Alterations - Commercial	

<b>Proposed Use:</b> Commercial - Office - 2nd floor tenant fit-up New finishes, new lighting, electrical, life safety, tel-data, new kitchenette	<b>Proposed Project Description:</b> 2nd floor tenant fit-up New finishes, new lighting, electrical, life safety, tel-data, new kitchenette
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**Dept:** Zoning      **Status:** Approved with Conditions      **Reviewer:** Marge Schmuckal      **Approval Date:** 12/07/2009

**Note:** **Ok to Issue:**

- 1) Separate permits shall be required for any new signage.
- 2) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.

**Dept:** Building      **Status:** Approved with Conditions      **Reviewer:** Tammy Munson      **Approval Date:** 12/21/2009

**Note:** **Ok to Issue:**

- 1) All penetrations between units and common areas shall be protected with approved firestop materials and shall not reduce the required rating.
- 2) Separate permits are required for any electrical, plumbing, sprinkler, fire alarm or HVAC or exhaust systems. Separate plans may need to be submitted for approval as a part of this process.

**Dept:** Fire      **Status:** Approved with Conditions      **Reviewer:** Ben Wallace Jr.      **Approval Date:** 12/11/2009

**Note:** **Ok to Issue:**

- 1) If fire alarm work effects more than 5 fire alarm devices, a fire alarm permit is required.  
If sprinkler work effects more than 20 heads, a sprinkler system permit is required.
- 2) The Fire alarm and Sprinkler systems shall be reviewed by a licensed contractor[s] for code compliance.  
Compliance letters are required.
- 3) Installation of a Fire Alarm system requires a Knox Box to be installed per city ordinance.
- 4) All construction shall comply with NFPA 101.

**PERMIT ISSUED**

DEC 21 2009

City of Portland



# 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>245-253 COMMERCIAL STREET, 2<sup>ND</sup> FLOOR ONLY</u>			BACK OF
Total Square Footage of Proposed Structure/Area <u>1400 SF +/-</u>		Square Footage of Lot	Number of Stories <u>5</u>
Tax Assessor's Chart, Block & Lot Chart# <u>38</u> Block# <u>F</u> Lot# <u>6</u>	Applicant *must be owner, Lessee or Buyer* Name <u>CATHERINE LAMSON</u> <u>JENNY VP, MEMIC</u> Address <u>261 COMMERCIAL ST.</u> <u>PO BOX 11409</u> City, State & Zip <u>PORTLAND, ME 04104</u>		Telephone: <u>207.791.3304</u>
Lessee/DBA (If Applicable)	Owner (if different from Applicant) Name Address City, State & Zip	Cost Of Work: \$ <u>44,000</u> C of O Fee: \$ _____ Total Fee: \$ _____	
Current legal use (i.e. single family) <u>BUSINESS</u> Number of Residential Units <u>1</u> If vacant, what was the previous use? _____ Proposed Specific use: <u>BUSINESS</u> Is property part of a subdivision? <u>NO</u> If yes, please name _____ Project description: <u>2ND FLOOR TENANT FIT UP</u> <u>NEW FINISHES, NEW LIGHTING, ELECTRICAL, LIFE SAFETY, TEL-DATA</u> <u>NEW KITCHENETTE, NO NEW WALLS, GREEN WALLS SHOWN FROM LAST PHASE</u>			
Contractor's name: <u>LANGFORD AND LOW</u> Address: <u>248 WARREN AVE., PO BOX 662</u> City, State & Zip <u>PORTLAND, ME 04104</u> Telephone: <u>207.797.5141</u> Who should we contact when the permit is ready: <u>CARRIELLE RUSSELL</u> Telephone: <u>207.756.2179</u> Mailing address: <u>PO BOX 662</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.

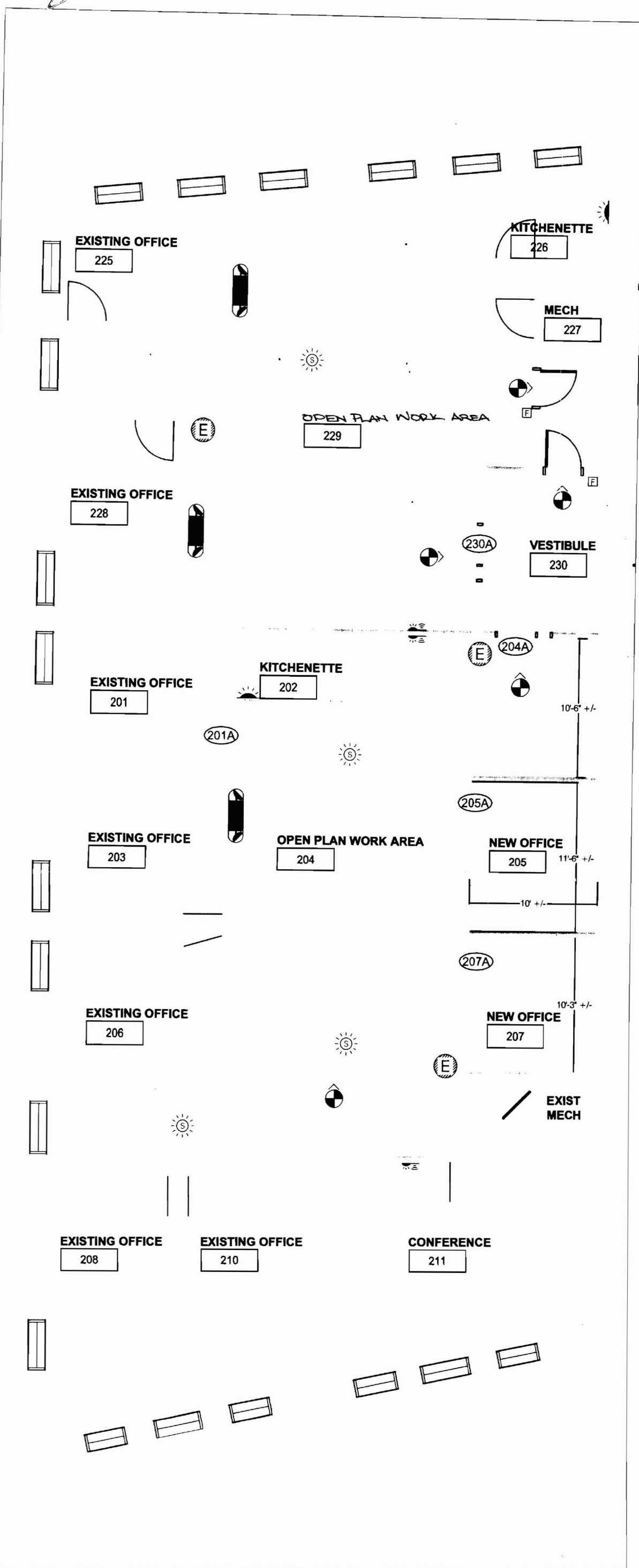
In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division 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 City Official 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: 12/2/09

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

RECEIVED  
 DEC 1 2009  
 Dept. of Building Inspections  
 City of Portland, Maine



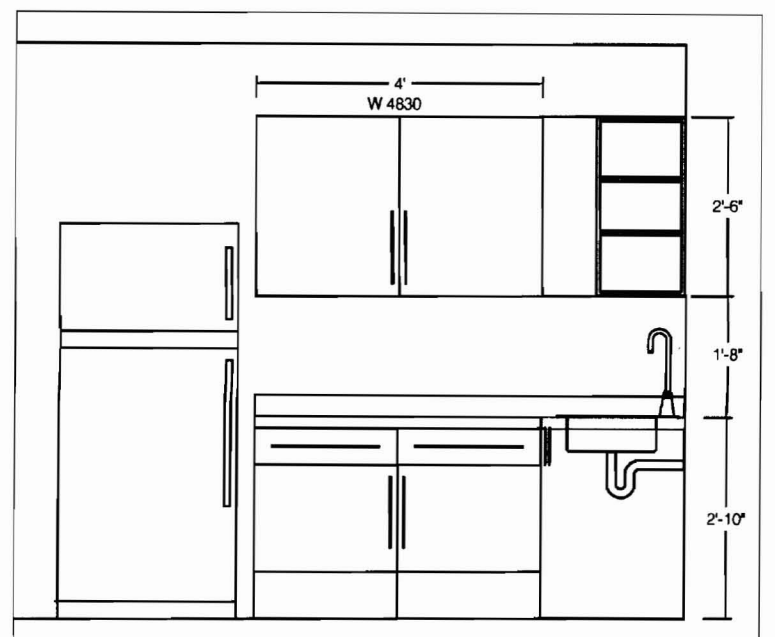
**GENERAL DESIGN INTENT + NOTES:**

- DESIGN BUILD APPROACH FOR ELECTRICAL, MECHANICAL, SPRINKLER
- SELECTED NEW LIGHTING
- MODIFIED MECHANICAL + SPRINKLER

**LIFE SAFETY SYMBOLS:**

- = SMOKE DETECTOR - INTERCONNECTED
- = HORN / STROBE UNIT
- = VISUAL STROBE UNIT
- = EMERGENCY LIGHT (2 lamp) INTERCONNECTED W/ BATTERY BACK-UP
- = EMERGENCY LIGHT (1 lamp) INTERCONNECTED W/ BATTERY BACK-UP
- = FIRE ALARM PULL STATION
- = FIRE EXTINGUISHER
- = EXIT SIGN (with direction indicator)
- = KNOX BOX
- = MAGNETIC HOLD OPEN (device for rated doors)
- = ELECTRIC DOOR OPENER (mounted to building)

DOORS				
DOOR #	DOOR SIZE	FRAME TYPE	DOOR MAT.	NOTES
230a	3'0"x7'0"	Metal	wood / glass	ADA lever hardware



Scale 3/8"=1'  
Kitchen Elevation

KITCHENETTE 226

**LANGFORD AND LOW**  
GENERAL CONTRACTOR

**CONSULTANTS**  
STRUCTURAL: LANDSCAPE  
MECHANICAL: CODE  
ELECTRICAL: DESIGN

REGISTERED PROFESSIONAL'S SEAL

REVISIONS

REVISION # DATE DESCRIPTION

REVISION # DATE DESCRIPTION

REVISION # DATE DESCRIPTION

DATE  
**NOVEMBER 30, 2009**

DRAWING TITLE  
**PLAN + DETAILS (BACK)**

DRAWN BY:  
GABRIELLE RUSSELL, LEED AP  
PROJECT DESIGNER / PROJECT COORDINATOR  
LANGFORD AND LOW  
MASTER OF ARCHITECTURE, TULANE UNIVERSITY  
BACHELOR OF ARCHITECTURE, TULANE UNIVERSITY

DRAWING STATUS

OFFICE REVIEW

CLIENT REVIEW

PERMIT SET

BID / ESTIMATING SET

CONTRACT DRAWINGS

CONSTRUCTION SET

REVIEWED BY

JOB NUMBER  
**0922**





SCALE  
**1/8"=1'**

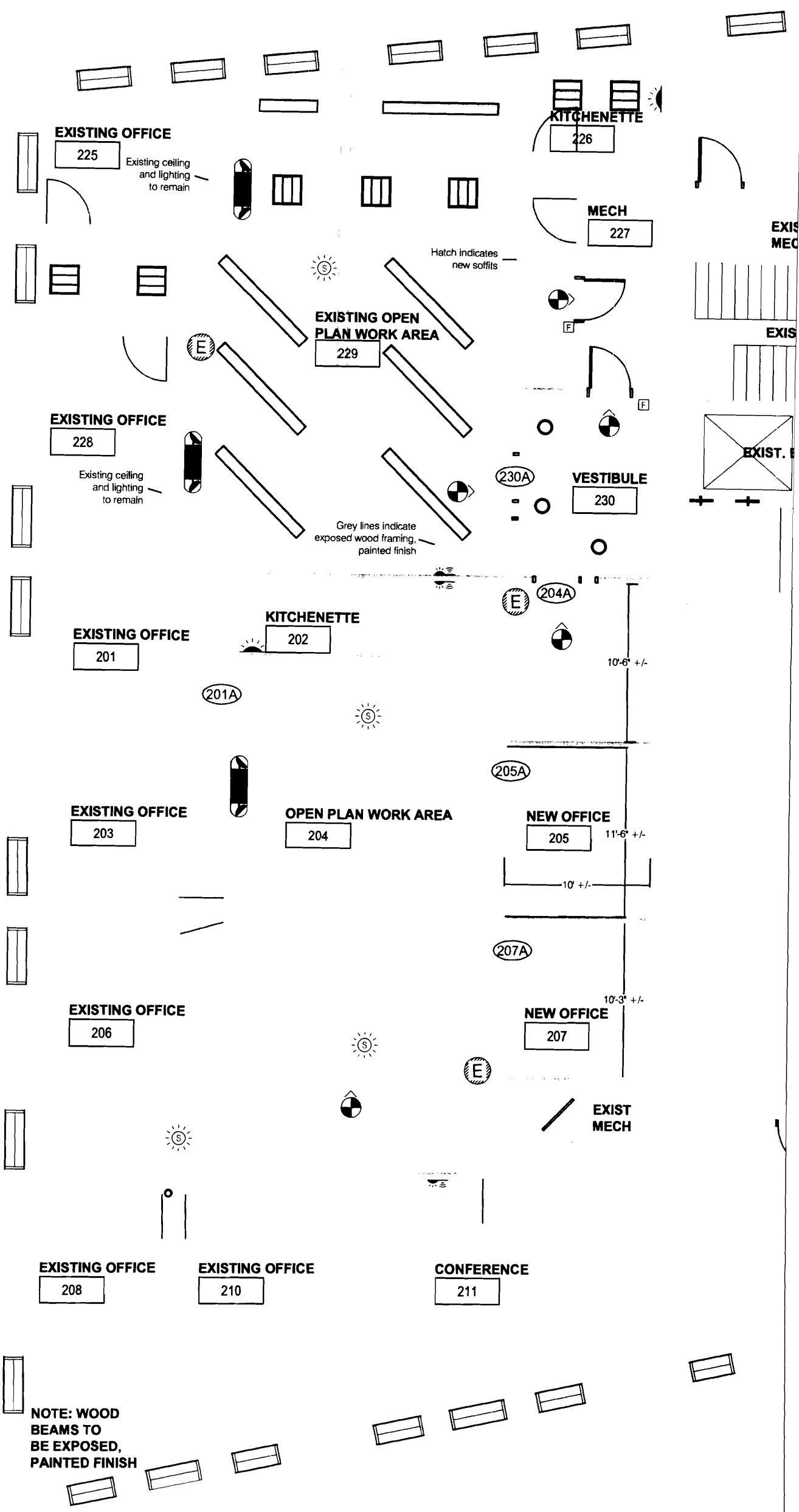
PROJECT NAME & LOCATION  
**MEMIC / TENANT FIT-OUT**  
245-253 COMMERCIAL ST.  
2nd FLOOR  
PORTLAND, ME 04101

SHEET NUMBER  
**A1.1**

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**LEGEND:**  
LIGHTING FIXTURES

-  = NEW 2x2 RECESSED DIRECT / INDIRECT FLOURESCENT (sim to Lightolier HP90)
-  = NEW 2x4 RECESSED DIRECT / INDIRECT FLOURESCENT (sim to Lightolier HP90)
-  = NEW RECESSED CAN (FLOOD LIGHT)
-  = NEW PENDANT (sim to ALERA CURV or FINELITE series 8-FP) DIRECT / INDIRECT LINEAR FLOURESCENT



**NOTE: WOOD BEAMS TO BE EXPOSED, PAINTED FINISH**

<b>LANGFORD AND LOW</b> <b>GENERAL CONTRACTOR</b>	CONSULTANTS STRUCTURAL: _____ MECHANICAL: _____ ELECTRICAL: _____ LANDSCAPE: _____ CODE: _____ DESIGN: _____	REGISTERED PROFESSIONAL'S SEAL    	REVISIONS REVISION # _____ DATE _____ DESCRIPTION _____ REVISION # _____ DATE _____ DESCRIPTION _____ REVISION # _____ DATE _____ DESCRIPTION _____	DATE <b>NOVEMBER 30, 2009</b>	DRAWING TITLE <b>REFLECTED CEILING PLAN (BACK)</b>
	DRAWN BY: GABRIELLE RUSSELL, LEED AP PROJECT DESIGNER / PROJECT COORDINATOR LANGFORD AND LOW MASTER OF ARCHITECTURE, TULANE UNIVERSITY BACHELOR OF ARCHITECTURE, TULANE UNIVERSITY			DRAWING STATUS <input type="checkbox"/> OFFICE REVIEW <input type="checkbox"/> CLIENT REVIEW <input checked="" type="checkbox"/> PERMIT SET <input type="checkbox"/> BID / ESTIMATING SET <input type="checkbox"/> CONTRACT DRAWINGS <input type="checkbox"/> CONSTRUCTION SET	PROJECT NAME & LOCATION <b>MEMIC / TENANT FIT-OUT</b> 245-253 COMMERCIAL ST. 2nd FLOOR PORTLAND, ME 04101
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