

# GRANT HAYS ASSOCIATES

ARCHITECTURE ✚ INTERIOR DESIGN

September 15, 2014

Tammy Munson, Director  
City of Portland Building Inspections  
Room 318  
389 Congress Street  
Portland, Maine 04101

RE: MEMIC Interior Renovations  
At the 2<sup>nd</sup> & 3<sup>rd</sup> Floors  
245 Commercial Street  
Portland, Maine 04101  
CBL 038 F 006001

Dear Ms. Munson,

On behalf of our client, Casco View Holdings, LLC, we submit the attached Fast-Track General Building Permit Application and supporting documents for the above referenced project. This application is subsequent to the previously permitted demolition phase (June 2014).

The work proposed under this application will entail the following:

1. New tenant fit-up construction of non-load bearing partitions and finishes at the 2<sup>nd</sup> & 3<sup>rd</sup> floors.

Temporary dust/noise controls will be installed in each of the designated fit-up areas as the work progresses. All existing means of egress will be maintained fully accessible during the work period.

Thank you for your assistance with this project. Please do not hesitate to contact me directly with any questions or comments.

Sincerely,

*Michael F. Hays*

Michael F. Hays, Principal  
Maine License #ARC1724

cc: Casco View Holdings, LLC  
P.O. Box 11409  
Portland, Maine 04104