

# GRANT HAYS ASSOCIATES

ARCHITECTURE ✚ INTERIOR DESIGN

September 30, 2014

Deborah G. Andrews  
City of Portland Historic Preservation Program Manager  
Building Inspections  
Room 318  
389 Congress Street  
Portland, Maine 04101

RE: Replacement of Rear Exterior Windows & Doors and First Floor Commercial Street Entry Steps  
241 - 245 Commercial Street  
Portland, Maine 04101  
CBL 038 F 00 6001

Dear Ms. Andrews,

On behalf of our client, Casco View Holdings, LLC, we submit the attached Fast-Track General Building Permit Application and Historic Appropriateness Application and supporting documents for the above referenced project.

The work proposed under this application will entail the following:

1. Removal and replacement of existing exterior single pane double hung windows/false service doors at the rear alley elevation - 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> floors to match the previously replaced Commercial Street/Front elevation windows on the same floor.
2. Removal and replacement of the existing first floor Commercial Street dilapidated steel and concrete/steel entrance steps with new granite steps. Installation of new handrails per IBC/NFPA/ADA codes.

The existing first floor business entrance step replacement will be phased so each tenant will always have at least one entrance operational at all times. The existing rear entrance to the main lobby will be accessible for the upper floor tenants during the entire period of work. The existing rear alley and the existing Commercial Street public sidewalk will be maintained fully accessible during the work period.

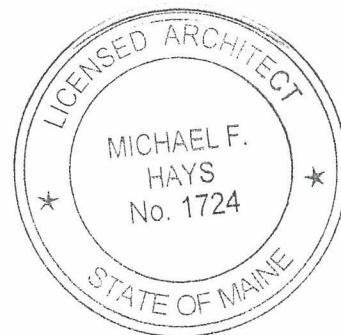
Thank you for your assistance with this project. Please do not hesitate to contact me directly with any questions or comments.

Sincerely,

*Michael F. Hays*

Michael F. Hays, Principal  
Maine License #ARC1724

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



# CITY OF PORTLAND, MAINE

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## HISTORIC PRESERVATION PROGRAM

Dear Applicant for Historic Preservation Review:

To receive a Certificate of Appropriateness for exterior or site alterations to a designated historic property, it is necessary for you to complete the enclosed application form and return it with a copy of proposed plans, drawings, specifications and application fee to the Department of Building Inspections, Portland City Hall, 389 Congress Street, Room 315, 3<sup>rd</sup> Floor, Portland, Maine, 04101.

Following a preliminary review of your application, historic preservation staff will determine whether the project requires Historic Preservation Board review or whether an administrative review is appropriate. (Routine or minor projects, such as sign or awning installations, are typically reviewed at the staff level.) If necessary, you may be asked to submit additional information.

For projects requiring Board review, the application should be submitted at least two weeks prior to the desired meeting date of the Historic Preservation Board—see attached meeting schedule. The Board meets on the first and third Wednesdays of each month. **Twelve (12) paper copies as well as one (1) digital copy of the application and supporting materials are required for Board reviews.**

Building and site alterations are reviewed for the conformance with the review standards of the historic preservation ordinance (attached). If your project involves new construction, a copy of the ordinance's new construction standards and guidelines is available upon request.

If you have questions about the application or would like guidance in meeting the ordinance review standards, feel free to contact me at 874-8726 or by e-mail at [dga@portlandmaine.gov](mailto:dga@portlandmaine.gov)

Sincerely,



Deborah G. Andrews  
Historic Preservation Program Manager

The Historic Preservation Ordinance and Review Standards as well as other information is available on the City's web site at <http://www.portlandmaine.gov/planning/historic.asp>

**Historic Preservation Program**  
**Department of Planning and Urban Development**  
Fourth Floor, City Hall  
389 Congress Street  
(207) 874-8721 or 874-8719

**Office Hours**  
Monday thru Friday  
8:00 a.m. – 4:30 p.m.

*Note: Your project may also require a building permit. Please call Building Inspections (874-8703) to make this determination.*



Date: 10.1.2014

**HISTORIC PRESERVATION  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

Pursuant to review under the City of Portland's Historic Preservation Ordinance (Chapter 14, Article IX of the Portland City Code), application is hereby made for a Certificate of Appropriateness for the following work on the specified historic property:

**PROJECT ADDRESS:**

241-245 COMMERCIAL STREET

**CHART/BLOCK/LOT:** 038 F00 6001

**PROJECT DESCRIPTION:** Describe below each major component of your project. Describe how the proposed work will impact existing architectural features and/or building materials. If more space is needed, continue on a separate page. Attach drawings, photographs and/or specifications as necessary to fully illustrate your project—see following page for suggested attachments.

1. REPAIR EXISTING EXTERIOR WINDOWS &  
FRIGE SERVICE DOORS AT THE REAR ALLEY  
WALL OF THE 2ND, 3RD & 4TH FLOORS.

2. REPAIR EXISTING FIRST FLOOR COMMERCIAL  
STREET ENTRY STEPS.

3. NEW WINDOWS SHALL BE WOOD DOUBLE  
HUNG LOW 'E' INSULATED SASHES IN  
SASH LINERS AT EXISTING WOOD FRAMES &  
TRIM. SASHES SHALL MATCH EXISTING  
COMMERCIAL ST. REPLACEMENT SASHES.

4. REPLACEMENT STEPS SHALL BE SOLID GRANITE



**CONTACT INFORMATION:**

<p><b>Applicant – must be owner, Lessee or Buyer</b></p> <p>Name: <i>CASCO VUE HOMINGS, LLC</i></p> <p>Business Name, if applicable: <i>SAME</i></p> <p>Address: <i>P.O. BOX 11409</i></p> <p>City/State: <i>PORTLAND, ME</i> Zip Code: <i>04104</i></p>	<p><b>Applicant Contact Information</b></p> <p>Work # <i>207.791.3300</i></p> <p>Home# <i>—</i></p> <p>Cell # <i>—</i> Fax# <i>—</i></p> <p>e-mail: <i>clamson@mamic.com</i></p>
<p><b>Owner – (if different from Applicant)</b></p> <p>Name: <i>SAME</i></p> <p>Address:</p> <p>City/State: Zip Code:</p>	<p><b>Owner Contact Information</b></p> <p>Work # <i>SAME</i></p> <p>Home#</p> <p>Cell # Fax#</p> <p>e-mail:</p>
<p><b>Billing Information</b></p> <p>Name: <i>SAME</i></p> <p>Address:</p> <p>City/State: Zip Code:</p>	<p><b>Billing Contact Information</b></p> <p>Work # <i>SAME</i></p> <p>Cell # Fax#</p> <p>e-mail:</p>
<p><b>Architect</b></p> <p>Name: <i>MICHAEL F. HAYS</i></p> <p>Address: <i>P.O. BOX 6179</i></p> <p>City/State: <i>FARMOUTH, ME</i> Zip Code: <i>04105</i></p>	<p><b>Architect Contact information</b></p> <p>Work # <i>207.871.5800</i></p> <p>Home# <i>—</i></p> <p>Cell # <i>207.318.7972</i> Fax# <i>—</i></p> <p>e-mail: <i>mike@granthays.com</i></p>
<p><b>Contractor</b></p> <p>Name: <i>ZACHAU CONSTRUCTION</i></p> <p>Address: <i>1185 US ROUTE ONE</i></p> <p>City/State: <i>FREEDOM, ME</i> Zip Code: <i>04032</i></p>	<p><b>Contractor Contact Information</b></p> <p>Work # <i>207.865.9925</i></p> <p>Home# <i>—</i></p> <p>Cell # <i>—</i> Fax# <i>—</i></p> <p>e-mail: <i>zachauconstruction.com</i></p>

*Michael F. Hays*  
 Applicant's Signature

*Michael F Hays for Catherine Clamson*  
 Owner's Signature (if different)



**APPLICATION FEES:**

**Check all reviews that apply. (Payment may be made by Cash or Check payable to the City of Portland.)**

<input checked="" type="checkbox"/> Administrative Review (for minor or standard alterations)	\$50.00
<input type="checkbox"/> HP Board Review	\$100.00
<input type="checkbox"/> HP Board Review for major projects involving new construction or building addition exceeding 1000 sq. ft. or comprehensive rehabilitation/redesign of existing structures	\$750.00
<input type="checkbox"/> After-the-fact Review (for work commenced without advance approval)	\$1000.00
<input type="checkbox"/> Sign Review for signs in historic districts	\$75.00

**The City invoices separately for the following:**

- Notices (\$.75 each)
- Legal Ad (% of total Ad)

## Activities Requiring Approval in Historic Districts

If your property is located within a historic district or is an individually designated historic structure, it is necessary to receive approval before proceeding with any exterior alteration, construction activity or site improvement that will be visible from a public way. Following is a list of activities requiring review.

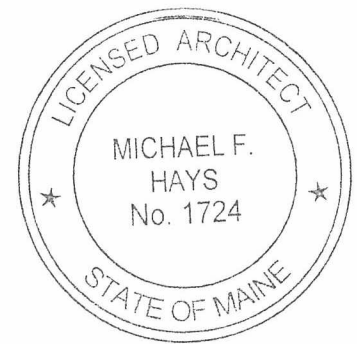
**Please check all those activities that apply to your proposed project.**

### Alterations and Repair

- Window and door replacement, including storms/screens
- Removal and/or replacement of architectural detailing (for example porch spindles and columns, railings, window moldings, and cornices)
- Porch replacement or construction of new porches (STEPS)
- Installation or replacement of siding
- Masonry work, including repointing, sandblasting, chemical cleaning, painting where the masonry has never been painted, or conversely, removal of paint where the masonry historically has been painted
- Installation or replacement of either roofing or gutters when they are a significant and integral feature of the structure
- Alteration of accessory structures such as garages

### Additions and New Construction

- New Construction
- Building additions, including rooftop additions, dormers or decks
- Construction of accessory structures
- Installation of exterior access stairs or fire escapes
- Installation of antennas and satellite receiving dishes
- Installation of solar collectors
- Rooftop mechanicals



### Signage and Exterior Utilities

- Installation or alteration of any exterior sign, awning, or related lighting
- Exterior lighting where proposed in conjunction with commercial and institutional signage or awnings
- Exterior utilities, including mechanical, plumbing, and electrical, where placed on or near clearly visible facades

### Site Alterations

- Installation or modification of site features other than vegetation, including fencing, retaining walls, driveways, paving, and re-grading

### Moving and Demolition

- Moving of structures or objects on the same site or to another site
- Any demolition or relocation of a landmark contributing and/or contributing structure within a district

***Note: Your project may also require a building permit. Please call Building Inspections (874-8703) to make this determination.***

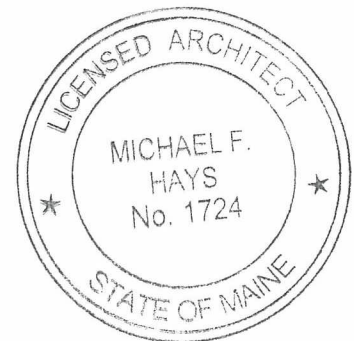
**ATTACHMENTS**

To supplement your application, please submit the following items, *as applicable to your project*. Keep in mind that the information you provide the Historic Preservation Board and staff is the only description they will have of your project or design. Therefore, it should precisely illustrate the proposed alteration(s).

- Exterior photographs (required for all applications.) Include general streetscape view, view of entire building & close-ups of affected area.
- Sketches or elevation drawings at a minimum 1/4" scale. Please label relevant dimensions. All plans shall be submitted in 11" x 17" format except for major projects, where 22" x 34" plans are requested. Applicants for major projects should submit one (1) 11" x 17" copy for scanning purposes.
- Details or sections, where applicable.
- Floor plans, where applicable.
- Site plan showing relative location of adjoining structures.
- Catalog cuts or product information (e.g. proposed windows, doors, lighting fixtures)
- Materials - list all visible exterior materials. Samples are helpful.
- Other (explain) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have any questions or need assistance in completing this form, please contact Historic Preservation staff:

Deb Andrews (874-8726) or by e-mail at [dga@portlandmaine.gov](mailto:dga@portlandmaine.gov)  
Rob Wiener (756-8023) or by e-mail at [rwiener@portlandmaine.gov](mailto:rwiener@portlandmaine.gov)





## Application Deadlines for Historic Preservation Board Review

The Historic Preservation Board meets on the first and third Wednesday of each month. (Only 1 meeting is held in the months of August and December.) Meetings generally begin at 5:00 and are held in Room 209 of City Hall.

In order for your proposal to be scheduled for a Historic Preservation Board meeting, a **complete** application must be received by the Planning Division **at least 2 weeks in advance of the desired meeting. The application fee is also due at that time.** Applications received after the deadline will be considered at a subsequent meeting.

Application Deadlines	2014 Meeting Dates
December 25 January 8	January 8 January 22
January 22 February 5	February 5 February 19
February 19 March 5	March 5 March 19
March 19 April 2	April 2 April 16
April 23 May 7	May 7 May 21
May 21 June 4	June 4 June 18
June 18 July 2	July 2 July 16
July 23	August 6
August 20 September 3	September 3 September 17
September 17 October 1	October 1 October 15
October 22 November 5	November 5 November 19
November 19	December 3

***Note:** Submission of an application by the deadline does not guarantee that you will be on the next meeting agenda. If the Planning Office receives more applications than can be reasonably reviewed in one meeting, staff reserves the option of postponing some items to the following meeting.*

## Standards for Review of Alterations to Historic Buildings

In considering an application for a Certificate of Appropriateness involving alterations, the Historic Preservation Board and Staff the following review standards, as provided in the City's historic preservation ordinance:

- (1) Every reasonable effort shall be made to provide a compatible use for the property which requires minimal alteration to the character-defining features of the structure, object or site and its environment or to use a property for its originally intended purpose.
- (2) The distinguishing original qualities or character of a structure, object or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
- (3) All sites, structures and objects shall be recognized as products of their own time, place and use. Alterations that have no historical basis or create a false sense of historical development such as adding conjectural features or elements from other properties shall be discouraged.
- (4) Changes which may have taken place in the course of time are evidence of the history and development of a structure, object or site and its environment. Changes that have acquired significance in their own right, shall not be destroyed.
- (5) Distinctive features, finishes, and construction techniques or examples of skilled craftsmanship which characterize a structure, object or site shall be treated with sensitivity.
- (6) Deteriorated historic features shall be repaired rather than replaced wherever feasible. Where the severity of deterioration requires replacement of a distinctive feature, the new feature should match the feature being replaced in composition, design, texture and other visual qualities and, where possible, materials. Repair or replacement of missing historic features should be based on accurate duplications of features, substantiated by documentary, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other structures or objects.
- (7) The surface cleaning of structures and objects, if appropriate, shall be undertaken with the gentlest means possible. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be undertaken.
- (8) Every reasonable effort shall be made to protect and preserve significant archeological resources affected by or adjacent to any project. If resources must be disturbed, mitigation measures shall be undertaken.
- (9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant cultural, historical, architectural or archeological materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the size, scale, color, material and character of the property, neighborhood or environment.
- (10) Wherever possible, new additions or alterations to structures and objects shall be undertaken in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the historic property would be unimpaired.



Acknowledgment of Code Compliance Responsibility- Fast Track Project



I, MICHAEL F. HAYS am the owner or duly authorized owner's agent of the property listed below  
Print Legal Name

241-245 COMMERCIAL STREET, PORTLAND, ME  
Physical Address

I am seeking a permit for the construction or installation of:

REAL WINDOWS / DOORS @ 2ND, 3RD & 4TH FLOORS AND FIRST FLOOR COMMERCIAL STREET ENTRY STEPS  
Proposed Project Description

I understand that the permits obtained pursuant to this acknowledgement of code compliance responsibility will be in my name and that I am acting as the **general contractor** for this project. I accept full responsibility for the work performed.

I am submitting for a permit authorized by the **State of Maine Uniform Building and Energy Code (MUBEC), Fuel Board Laws and Rules and all locally adopted codes and standards applying to Plumbing, Electrical, Fire Prevention and Protection in anticipation of having it approved or approved with conditions.** I have read the following statement and understand that **failure to comply with all conditions once construction is begun may necessitate an immediate work stoppage until such time as compliance with the stipulated conditions is attained.** I certify that I have made a diligent inquiry regarding the need for concurrent state or federal permits to engage in the work requested under this building permit, and no such permits are required or I will have obtained the required permits prior to issuance of this permit. I understand that the granting of this permit shall not be construed as satisfying the requirements of other applicable Federal, State or Local laws or regulations, including City of Portland historic preservation requirements, if applicable. I understand and agree that this permit does not authorize the violation of regulations.

In addition, I understand and agree that this building permit does not authorize the violation of the **12 M.R.S. § 12801 et seq. - Endangered Species.**

I certify under penalty of perjury and under the laws of the State of Maine the foregoing is true and correct. I further certify that all easements, deed restrictions, or other encumbrances restricting the use of the property are shown on the site plans submitted with this application.

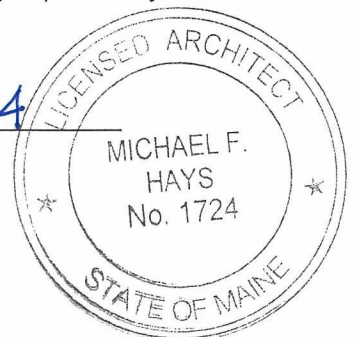
I hereby apply for a permit as a OWNER'S AGENT of the below listed property and by so doing will assume responsibility for compliance with all applicable codes, bylaws, rules and regulations.

I further understand that it is my responsibility to schedule inspections of the work as required and that the City's inspections will, at that time, check the work for code compliance. The City's inspectors may require modifications to the work completed if it does not meet applicable codes. MFH INITIAL HERE

Sign Here: Michael F. Hays  
Owner or Owner's Authorized Agent

Date: 9.30.2014

PLEASE ALSO FILL OUT AND SIGN SECOND PAGE





# Acknowledgment of Code Compliance Responsibility- Fast Track Project

OFFICE USE ONLY

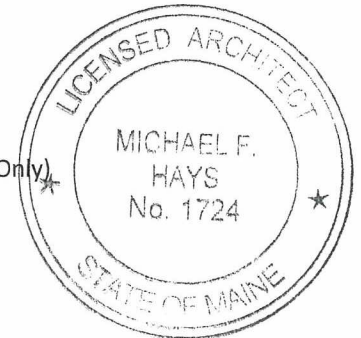
PERMIT # \_\_\_\_\_

CBL # \_\_\_\_\_



THIS PROJECT IS ELIGIBLE FOR FAST TRACK PERMITTING BECAUSE IT IS IN THE FOLLOWING CATEGORY / CATEGORIES (CHECK ALL THAT APPLY):

- One/Two Family Swimming Pools, Spas or Hot Tubs
- One/Two Family Decks, Stairs and Porches (attached or detached) First Floor Only
- One/Two Family Detached One Story Accessory Structures (garages, sheds, etc.) not to exceed 600sq ft with no habitable space
- Home Occupations (excluding day cares )
- One/Two Family Renovation/Rehabilitation (within the existing shell)
- Attached One /Two Family Garages /Additions/Dormers bearing the seal of a licensed design professional
- New *Sprinklered* One and Two Family Homes (bearing the seal of a licensed design professional stating code compliance) – **MUST STILL RECEIVE LEVEL 1 SITE PLAN APPROVAL FROM PLANNING**
- One/Two Family HVAC (including boilers, furnaces, heating appliances, pellet and wood stoves)
- Interior office renovations with no change of use (no expansions; no site work; no load bearing structural changes are eligible) bearing the seal of a licensed design professional stating code compliance
- Interior Demolition with no load bearing demolition
- Amendments to existing permits
- Commercial HVAC systems (with structural and mechanical plans bearing the seal of a licensed design professional stating code compliance)
- Commercial HVAC for Boilers/Furnaces/Heating Appliances
- Commercial Signs or Awnings
- Exterior Propane Tanks
- Residential or Commercial Subsurface Waste Water Systems (No Rule Variance Only)
- Renewal of Outdoor Dining Areas
- Temporary Outdoor Tents and stages under 750 sq ft per tent or stage
- Fire Suppression Systems (Both non-water and water based installations)
- Fences over 6'-0" in height
- Site work only
- Retaining walls over 4ft in height with stamped plans (or approval from inspection staff)



I understand that if the property is located in a historic district this application will also be reviewed by Historic Preservation. I further understand that the Building Inspections Division reserves the right to deny a fast track eligible project.

Sign Here: Michael F. Hays  
Owner or Owner's Authorized Agent

Date: 9.30.2014



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • [www.portlandmaine.gov](http://www.portlandmaine.gov)*

Jeff Levine, AICP, Director  
Director of Planning and Urban Development

Tammy Munson  
Director, Inspections Division

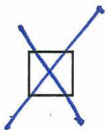
## **Electronic Signature and Fee Payment Confirmation**

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

By digitally signing the attached document(s), you are signifying your understanding 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 opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.



Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.

I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature:

*Michael F. Hays*

Date:

*9.30.14*

I have provided digital copies and sent them on:

Date:

*10.1.14*

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





# New Commercial 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.

- Cross sections w/framing details
- Detail of any new walls or permanent partitions
- Floor plans and elevations
- Window and door schedules
- Foundation plans with rebar specifications and required drainage and damp proofing (if applicable)
- Detail egress requirements and fire separations
- Insulation R-factors of walls, ceilings, floors and U-factors of windows as per the IECC 2009
- Complete the Accessibility Certificate and The Certificate of Design
- A statement of special inspections as required per the IBC 2009
- Complete electrical and plumbing layout.
- Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment (air handling) or other types of work that may require special review.
- 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 & external plumbing, HVAC and electrical installations.

## Nine (9) copies of the minor (< 10,000 sf) or major (> 10,000 sf) site plan application is required that includes:

- A stamped boundary survey to scale showing north arrow, zoning district and setbacks to a scale of  $\geq 1'' = 20'$  on paper  $\geq 11'' \times 17''$
- The shape and dimension of the lot, footprint of the proposed structure and the distance from the actual property lines. Photocopies of the plat or hand draw footprints not to scale will not be accepted.
- Location and dimensions of parking areas and driveways, street spaces and building frontage
- Finish floor or sill elevation (based on mean sea level datum)
- Location and size of both existing utilities in the street and the proposed utilities serving the building
- Existing and proposed grade contours
- Silt fence (erosion control) locations



## 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
- 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.**

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.

**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.**



# 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: <b>241-245 COMMERCIAL STREET</b>		
Total Square Footage of Proposed Structure:		<b>4332 SF</b>
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <b>038      P00      6001</b>		Applicant Name: <b>CASCO VIEW HOLDINGS, LLC</b> Address: <b>P.O. BOX 11409</b> City, State & Zip: <b>PORTLAND, ME 04104</b>
Lessee/Owner Name: <b>CASCO VIEW HOLDINGS, LLC</b> (if different than applicant) Address: <b>P.O. BOX 11409</b> City, State & Zip: <b>PORTLAND, ME 04104</b> Telephone & E-mail: <b>JAMES AS APPLICANT</b>		Contractor Name: <b>ZACHARY CONSTRUCTION</b> (if different from Applicant) Address: <b>1185 U.S. ROUTE ONE</b> City, State & Zip: <b>FREEDONT, ME 04032</b> Telephone & E-mail: <b>207.865.9425</b> <b>ZACHARYCONSTRUCTION.COM</b>
Current use (i.e. single family) _____ <b>BUSINESS OFFICES / MERCHANDISE</b>		Telephone: <b>207.791.3300</b> Email: <b>clamsom@memic.com</b>
If vacant, what was the previous use? _____		Cost Of Work: \$ <b>100,000.00</b> C of O Fee: \$ <b>75.00</b> Historic Rev \$ <b>50.00</b> Total Fees : \$ _____
Proposed Specific use: <b>SAME</b>		
Is property part of a subdivision? <u>N</u> If yes, please name _____		
Project description: <b>EXTENSION DOOR / WINDOW REPLACEMENT AT REAR OF 2ND, 3RD &amp; 4TH FLOORS AND FIRST FLOOR COMMERCIAL ST. STAIRS</b>		
Who should we contact when the permit is ready: <b>CATHERINE CLAMSON @ MEMIC / MIKE HAYS @ GRANT HAYS ASSOC.</b>		
Address: <b>201 COMMERCIAL ST.</b>		
City, State & Zip: <b>PORTLAND, ME 04101</b>		
E-mail Address: <b>clamsom@memic.com &amp; mike@granthays.com</b>		
Telephone: <b>207.791.3300      207.871.5900</b>		

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 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 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: <b>Michael F. Hays</b>	Date: <b>10.1.2014</b>
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This is not a permit; you may not commence ANY work until the permit is issued.





# Certificate of Design Application

From Designer:

MICHAEL P. HAYS

Date:

10.1.2014

Job Name:

EXTERIOR WINDOW/DOOR & STEPS REPAIRMENT

Address of Construction:

241-245 COMMERCIAL STREET

## 2009 International Building Code

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

Building Code & Year 2009 Use Group Classification (s) B & M (1ST FLOOR ONLY)

Type of Construction II B

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) SEPARATED

Supervisory alarm System? YES Geotechnical/Soils report required? (See Section 1802.2) NA

### Structural Design Calculations

NA 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
<u>00 PSF</u>	<u>OFFICES</u>

### Wind loads (1603.1.4, 1609)

NA 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)

NA Design option utilized (1614.1)

Seismic use group ("Category")

Spectral response coefficients,  $S_D$ s &  $S_{D1}$  (1615.1)

Site class (1615.1.5)

NA 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,  $P_f$

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,  $R$ , 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)

NA Flood Hazard area (1612.3)

Elevation of structure

### Other loads

NA 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)





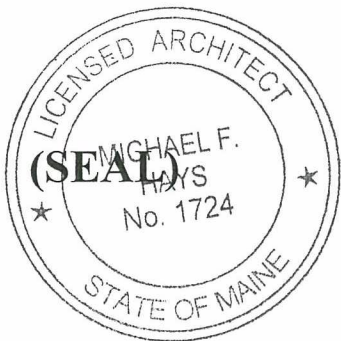
# Accessibility Building Code Certificate

Designer: MICHAEL F. HAYS

Address of Project: 241-245 COMMERCIAL ST.

Nature of Project: EXTENSION WINDOW/DOOR REPLACEMENT  
AT REAR OF 2ND, 3RD & 4TH FLOORS &  
FIRST FLOOR COMMERCIAL ST. ENTRY STEPS

The technical submissions covering the proposed construction work as described above have been designed in compliance with applicable referenced standards found in the Maine Human Rights Law and Federal Americans with Disability Act. Residential Buildings with 4 units or more must conform to the Federal Fair Housing Accessibility Standards. Please provide proof of compliance if applicable.



Signature: Michael F. Hays

Title: Principal/Architect

Firm: GRANT HAYS ASSOC.

Address: 1.0. BOX 6179  
FARMINGTON, ME 04105

Phone: 207.876.5900

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# Certificate of Design

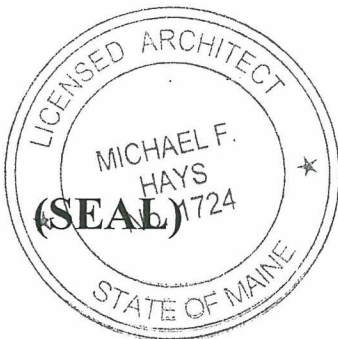
Date: 10.1.2014

From: MICHAEL F. HAYS

These plans and / or specifications covering construction work on:

WINDOW/DOOR REPLACEMENT AT 200, 300 & 4TH FLOOR &  
FIRST FLOOR COMMERCIAL ST. STOPS AT 241-245 COMMERCIAL ST.

Have been designed and drawn up by the undersigned, a Maine registered Architect / Engineer according to the **2009 International Building Code** and local amendments.



Signature: Michael F. Hays

Title: Principal/ARCHITECT

Firm: GRANT HAYS ASSOC.

Address: P.O. BOX 6179

FARMINGTON ME 04105

Phone: 207.871.5900

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