

GRANT HAYS ASSOCIATES

ARCHITECTURE + INTERIOR DESIGN

October 7, 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 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 - 2nd, 3rd & 4th 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.

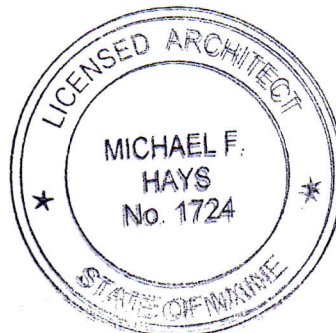
The existing first floor business entrance step replacement will be phased so each tenant will always have at least one entrance operational at all times. The existing rear entrance to the main lobby will be accessible for the upper floor tenants during the entire period of work. The existing rear alley 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, Principal
Maine License #ARC1724

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





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 & PAINT SERVICE DOORS AT THE REAR ALLEY WALL OF THE 2ND, 3RD & 4TH FLOORS.


2. REPAIR EXISTING FIRST FLOOR COMMERCIAL STREET ENTRY STEPS.

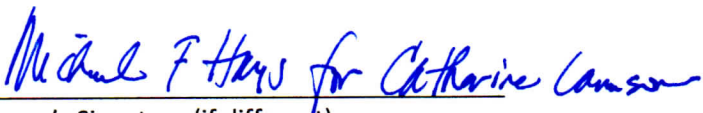
3. NEW WINDOWS SHALL BE WOOD DOUBLE HUNG LOW 'E' INSULATED SASHES IN SASH LINERS AT EXISTING WOOD FRAMES & TRIM. SASHES SHALL MATCH EXISTING COMMERCIAL ST. REPLACEMENT SASHES.

4. REPLACEMENT STEPS SHALL BE SOLID GRANITE

CONTACT INFORMATION:

<p>Applicant – must be owner, Lessee or Buyer</p> <p>Name: CASCO VUE HOMINGS, LLC</p> <p>Business Name, if applicable: SAME</p> <p>Address: P.O. BOX 11409</p> <p>City/State: BUNHAM, ME Zip Code: 04104</p>	<p>Applicant Contact Information</p> <p>Work # 207.791.3300</p> <p>Home# —</p> <p>Cell # — Fax# —</p> <p>e-mail: clamson@manic.com</p>
<p>Owner – (if different from Applicant)</p> <p>Name: SAME</p> <p>Address:</p> <p>City/State: Zip Code:</p>	<p>Owner Contact Information</p> <p>Work # SAME</p> <p>Home#</p> <p>Cell # Fax#</p> <p>e-mail:</p>
<p>Billing Information</p> <p>Name: SAME</p> <p>Address:</p> <p>City/State: Zip Code:</p>	<p>Billing Contact Information</p> <p>Work # SAME</p> <p>Cell # Fax#</p> <p>e-mail:</p>
<p>Architect</p> <p>Name: MICHAEL F. HAYS</p> <p>Address: P.O. BOX 6179</p> <p>City/State: FARMOUTH, ME Zip Code: 04105</p>	<p>Architect Contact information</p> <p>Work # 207.871.5800</p> <p>Home# —</p> <p>Cell # 207.318.7172 Fax# —</p> <p>e-mail: mike@granthays.com</p>
<p>Contractor</p> <p>Name: ZACHAU CONSTRUCTION</p> <p>Address: 1185 US ROUTE ONE</p> <p>City/State: FREETON, ME Zip Code: 04032</p>	<p>Contractor Contact Information</p> <p>Work # 207.865.9125</p> <p>Home# —</p> <p>Cell # — Fax# —</p> <p>e-mail: zachauconstruction.com</p>


 Applicant's Signature


 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.

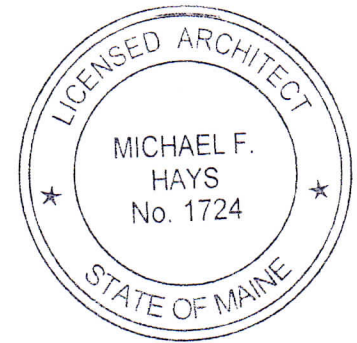
Please check all those activities that apply to your proposed project.

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.

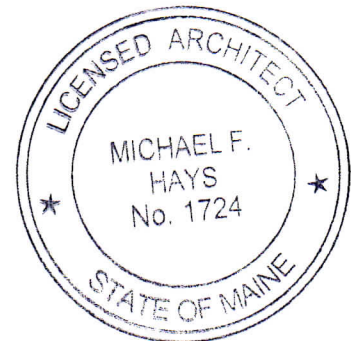
ATTACHMENTS

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
Rob Wiener (756-8023) or by e-mail at rwiener@portlandmaine.gov





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, 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: 241-245 COMMERCIAL STREET		
Total Square Footage of Proposed Structure:		4332 SF
		RENOVATION
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Applicant Name: Address City, State & Zip	Telephone: Email:
038 P00 6001	CASCO VIEW HOLDINGS, LLC P.O. BOX 11409 PORTLAND, ME 04104	207.791.3300 clamsom@memic.com
Lessee/Owner Name: (if different than applicant) Address: City, State & Zip: Telephone & E-mail:	Contractor Name: (if different from Applicant) Address: City, State & Zip: Telephone & E-mail:	Cost Of Work: \$ C of O Fee: \$ Historic Rev \$ Total Fees : \$
CASCO VIEW HOLDINGS, LLC P.O. BOX 11409 PORTLAND, ME 04104 JANE AS APPLICANT	ZACHAN CONSTRUCTION 60 N. ST. 11 FREEDOM, ME 04032 207.865.9425 ZACHANCONSTRUCTION.COM	\$ 100,000.00 \$ 75.00 \$ 50.00 \$
Current use (i.e. single family) _____ BUSINESS OFFICES / MERCHANDISE		
If vacant, what was the previous use? _____		
Proposed Specific use: _____ SAME		
Is property part of a subdivision? <input checked="" type="checkbox"/> N If yes, please name _____		
Project description: EXTENSION DOOR / WINDOW REPLACEMENT AT REAR OF 2ND, 3RD & 4TH FLOORS AND FIRST FLOOR COMMERCIAL ST. STAIRS		
Who should we contact when the permit is ready: CATHERINE CLAMSON @ MEMIC / MIKE HAYS @ GRANT HAYS ASSOC.		
Address: 261 COMMERCIAL ST.		
City, State & Zip: PORTLAND, ME 04101		
E-mail Address: clamsom@memic.com & mike@granthays.com		
Telephone: 207.791.330 207.876.5900		

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, 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: **Michael F. Hays** Date: **10.1.2014**

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



Certificate of Design Application

From Designer:

Michael F. Hays

Date:

10.1.2014

Job Name:

EXTENSION 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>OFFICE</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, 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_{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)



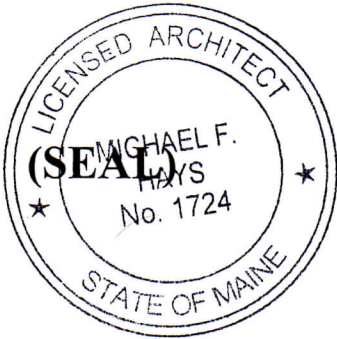
Accessibility Building Code Certificate

Designer: MICHAEL F. HAYS

Address of Project: 241-245 COMMERCIAL ST.

Nature of Project: EXTERIOR 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
FAUMATA, ME 04105

Phone: 207.876.5900

For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov



Certificate of Design

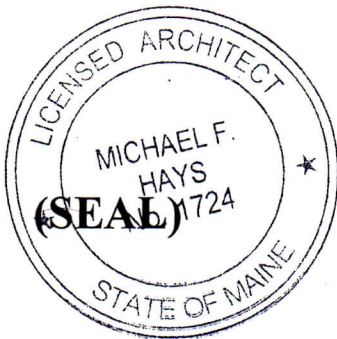
Date: 10.1.2014

From: MICHAEL F. HAYS

These plans and / or specifications covering construction work on:

WINDOW/DOOR REPLACEMENT AT 1040 2ND, 3RD & 4TH FLOORS &
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

For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov