

April 14, 2015

MEMIC, Tenant Space Boundary Change  
245 Commercial Street, 4th Floor  
Portland Maine, 04101  
CBL: 038 F006001

Jeanie Bourke, CEO/LPI/Plan Reviewer, Inspections Division, City of Portland, Maine  
Captain David Petruccelli, Portland Fire Department, Code Compliance, Plan Review, Permitting  
Craig Messinger, Portland Fire Department

I am pleased to submit documents in support of an application for a construction permit for a tenant improvement project of existing office space at 245 Commercial Street on behalf of my client, MEMIC. The project is being submitted for fast track review

#### Project Description:

The proposed project will change the existing tenant space from a single occupant for the entire floor to three (3) separate tenant spaces. The actual work is limited to infilling an opening in an existing wall, removing a door and providing two (2) new doors. The project is entirely within the boundaries of existing leasable tenant space; there are no changes required or proposed to the egress stairs, or exits that serve the tenants in the building. The project does not involve changes to the building structure or thermal envelope.

The tenant, MEMIC, is an insurance company specializing in Worker's Compensation. The office environment is what you would typically find in an insurance company office and is unremarkable in terms of materials stored on site, occupant activities, and day to day business operations.

#### Code Reviews:

This plans include a Life Safety Plan showing existing and new devices and a Travel Distances Plan that shows compliance with travel distances in NFPA Table A7.6

Regards,  
Josef Chalats, Architect