

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT



This is to certify that

CASCO VIEW HOLDINGS II LLC /TBD

Located at

19 CROSS ST

PERMIT ID: 2012-65684

CBL: 038 F019001

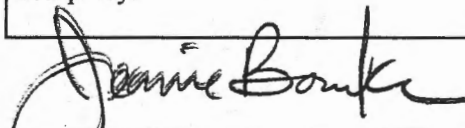
has permission to **Interior Renovations of a portion of 1st & 6th floor 13,261 sq ft - see demo permit #2012-65683**

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closoed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be procured prior to occupancy.

Fire Prevention Officer



Code Enforcement Officer / Plan Reviewer

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
THERE IS A PENALTY FOR REMOVING THIS CARD**

BUILDING PERMIT INSPECTION PROCEDURES
Please call 874-8703 (ONLY)
or email: buildinginspections@portlandmaine.gov

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

REQUIRED INSPECTIONS:

Close-in Plumbing/Framing
Above Ceiling Inspection
Final - Commercial
Final - Electric
Final - Fire

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.

City of Portland, Maine - Building or Use Permit

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

Permit No: 2012-65684	Date Applied For: 12/26/2012	CBL: 038 F019001
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Location of Construction: 19 CROSS ST	Owner Name: CASCO VIEW HOLDINGS II LLC	Owner Address: PO BOX 1137	Phone:
Business Name: MEMIC (Catherine Lamson)	Contractor Name: TBD	Contractor Address:	Phone:
Lessee/Buyer's Name:	Phone: 2077913300	Permit Type: Alterations - Commercial	

Proposed Use: Commercial Offices	Proposed Project Description: Interior Renovations of a portion of 1st & 6th floor 13,261 sq ft - see demo permit #2012-65683
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Dept: Zoning **Status:** Approved **Reviewer:** Marge Schmuckal **Approval Date:** 12/31/2012
Note: **Ok to Issue:**

Dept: Building **Status:** Approved w/Conditions **Reviewer:** Jeanie Bourke **Approval Date:** 01/25/2013
Note: **Ok to Issue:**

- 1) A floor drain with primer shall be installed in each bathroom per the 2009 UPC.
- 2) Any modifications to existing building systems and all new systems (HVAC, electrical, plumbing) shall meet IECC 2009 or ASHRAE 90.1-2007 requirements for energy code compliance.
- 3) All penetrations through rated assemblies must be protected by an approved firestop system installed in accordance with ASTM E 814 or UL 1479, per IBC 2009 Section 713.
- 4) Application approval based upon information provided by the applicant or design professional. Any deviation from approved plans requires separate review and approval prior to work.
- 5) Separate permits are required for any electrical, plumbing, sprinkler, fire alarm, HVAC systems, heating appliances, including pellet/wood stoves, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.

Dept: Fire **Status:** Approved w/Conditions **Reviewer:** Ben Wallace Jr **Approval Date:** 02/14/2013
Note: **Ok to Issue:**

- 1) A separate Suppression System Permit is required for all new suppression systems, including standpipe systems, and sprinkler work effecting more than 20 heads. This review does not include approval of system design or installation.
- 2) All means of egress to remain accessible at all times.
- 3) Fire extinguishers are required per NFPA 1.
- 4) A firefighter Building Marking Sign is required.
- 5) Compliance with NFPA 1, Fire Code, Annex O for In-building Public Safety Radio Enhancement Systems shall be verified by an RF Engineer.
- 6) Through-penetrations and membrane penetrations in fire walls, fire barrier walls, and fire resistance rated horizontal assemblies shall be protected by firestop systems or devices in conformance with NFPA 101:8.3.5 (ASTM E 814 or ANSI/UL 1479). Providing firestop labels at each firestop system or device and an onsite manual containing the detail for each firestop system or device used for the project will streamline final inspection approvals.
- 7) Fire walls, fire barriers, fire partitions, smoke barriers and smoke partitions or any other wall required to have protected openings or penetrations shall be effectively and permanently identified with signs or stenciling in accessible concealed floor, floor-ceiling or attic spaces at intervals not exceeding 30 feet with lettering not less than 0.5 inches in height.
- 8) Emergency lights and exit signs are required. Emergency lights and exit signs are required to be labeled in relation to the panel and circuit and on the same circuit as the lighting for the area they serve.
- 9) Any cutting and welding done will require a Hot Work Permit from Fire Department.

Location of Construction: 19 CROSS ST	Owner Name: CASCO VIEW HOLDINGS II LLC	Owner Address: PO BOX 1137	Phone:
Business Name: MEMIC (Catherine Lamson)	Contractor Name: TBD	Contractor Address:	Phone
Lessee/Buyer's Name	Phone: 2077913300	Permit Type: Alterations - Commercial	

- 10 Construction or installation shall comply with City Code Chapter 10.
- 11 Fire department connection type and location shall be approved in writing by Fire Prevention Bureau.
- 12 A separate Fire Alarm Permit is required for new systems; or for work effecting more than 5 fire alarm devices; or replacement of a fire alarm panel with a different model. This review does not include approval of fire alarm system design or installation.
- 13 Application requires State Fire Marshal approval.
- 14 Street addresses shall be marked on the structure and shall be as approved by the City E-911 Addressing Officer. Contact Michelle Sweeney at 874-8682 for further information.
- 15 Notice: The first scheduled final inspection fee is at no charge. Additional inspections shall be billed at \$75 for each inspector.

2012-65684



General Building Permit Application

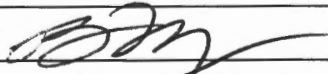
If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: 261 Commercial Street			19 Cross St		
Total Square Footage of Proposed Structure/Area Renovation of 8,411 s.f. on two floors			Square Footage of Lot 12,471		
Tax Assessor's Chart, Block & Lot		Applicant *must be owner, Lessee or Buyer*		Telephone:	
Chart#	Block#	Lot#	Name	Catherine Lamson	
038	F0	190	MEMIC	(207) 791-3300	
38	F	19	Address	261 Commerical Street	
			City, State & Zip	Portland, ME 04101	
Lessee/DBA (If Applicable)			Owner (if different from Applicant)		Cost Of Work: \$
			Name same as above		663,000
			Address		C of O Fee: \$ 0
			City, State & Zip		Total Fee: \$ 6,650
Current legal use (i.e. single family)			business		
If vacant, what was the previous use?			N/A		
Proposed Specific use:			business		
Is property part of a subdivision?			N/A If yes, please name		
Project description: Renovation of a portion of the first and sixth floors (total reno. 13,261 s.f.)					
Contractor's name: TBD					
Address:					
City, State & Zip: Telephone:					
Who should we contact when the permit is ready: Catherine Lamson (207) 791-3300 Telephone:					
Mailing address: 261 Commercial Street, Portland, ME 04101					

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, 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:  Date: 12/21/12

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

RECEIVED
DEC 26 2012
Dept. of Building Inspections
City of Portland Maine

City of Portland, Maine - Building or Use Permit Application

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

Permit No: 2012-65684	Issue Date:	CBL: 038 F019001
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Location of Construction: 19 CROSS ST	Owner Name: CASCO VIEW HOLDINGS II LLC	Owner Address: PO BOX 1137 PORTLAND, ME 04104	Phone:
Business Name: MEMIC (Catherine Lamson)	Contractor Name: TBD	Contractor Address: ME	Phone:
Lessee/Buyer's Name	Phone: (207) 791-3300	Permit Type: Alterations - Commercial	Zone: B3
Past Use: Commercial Offices	Proposed Use: Commercial Offices	Permit Fee: \$6,650.00	Cost of Work: \$663,000.00
Proposed Project Description: Interior Renovations of a portion of 1st & 6th floor 13,261 sq ft - see demo permit #2012-65683		FIRE DEPT: 2/14/13 <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A	INSPECTION: Use Group: B Type: 2B MUBEC 2009 Signature: JMB 1/25/13
		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: Idobson	Date Applied For: 12/26/2012	Zoning Approval	
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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>Special Zone or Reviews</p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetland</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p>Maj <input type="checkbox"/> Minor <input checked="" type="checkbox"/> MM</p> <p>Date: 12/31/12</p>	<p>Zoning Appeal</p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>Date: _____</p>	<p>Historic Preservation</p> <p><input checked="" type="checkbox"/> Not in District or Landmark</p> <p><input type="checkbox"/> Does Not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p> <p>Date: _____</p>
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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



Accessibility Building Code Certificate

Designer: Brian Curley, PDT Architects

Address of Project: 261 Commercial Street

Nature of Project: 1st and 6th Floor Renovation
261 Commercial Street
Portland, ME 04101

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: *Brian Curley*

Title: Principal

Firm: PDT Architects

Address: 49 Dartmouth Street
Portland, ME 04101

Phone: (207) 775-1059

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: December 20, 2012

From: Brian Curley, AIA

These plans and / or specifications covering construction work on:

First and sixth floor renovation of the MEMIC Headquarters at
261 Commercial Street in Portland, Maine.

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: 

Title: Principal

Firm: PDT Architects

Address: 49 Dartmouth Street

Portland, ME 04101

Phone: (207) 775-1059

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 Application

From Designer: Brian Curley, PDT Architects
 Date: December 20, 2012
 Job Name: MEMIC - 1st and 6th Floor Renovation
 Address of Construction: 261 Commercial Street, Portland, ME 04101

2009 International Building Code

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

Building Code & Year IBC 2009 Use Group Classification (s) Business Group B

Type of Construction IIB

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? No If yes, separated or non separated or non separated (section 302.3) --

Supervisory alarm System? Yes Geotechnical/Soils report required? (See Section 1802.2) N/A

Structural Design Calculations

N/A 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

Wind loads (1603.1.4, 1609)

 Design option utilized (1609.1.1, 1609.6)
 Basic wind speed (1809.3)
 Building category and wind importance Factor, w_b
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)

 Design option utilized (1614.1)
 Seismic use group ("Category")
 Spectral response coefficients, S_D & S_{D1} (1615.1)
 Site class (1615.1.5)

 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_f 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)

 Flood Hazard area (1612.3)
 Elevation of structure

Other loads

 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)

Existing Building-Non-Structural Work



F A X

M E M O

N O T E S

T E L C O N

T R A N S M I T T A L

DATE: 21 December 2012
Building Inspections Division
389 Congress Street
TO/COMPANY: Portland ME 04101
(207)874-8703
PROJECT: MEMIC 1st and 6th Floor Renovations , 261 Commercial St, Portland ME
FROM: Chelsea Lipham
PAGES: Cover plus
RE: Permit Application

Please see the attached, contents include;
(1) Building Permit Application w/ Payment
(1) Full Sized Drawing Set
(1) cd-r disks for PDF Drawing Set

Thank you,


Chelsea Lipham
PDT Architects

