Inspections Division
Date: 02/05/14

GRANT HAYS ASSOCIATES

ARCHITECTURE INTERIOR DESIGN

January 29, 2014

Tammy Munson, Director
City of Portland Building Inspections
Room318
389 Congress Street
Portland, Maine 04101

RE: 4th Floor Toilet Upgrades at MEMIC
19 Cross Street/261 Commercial Street
Portland, Maine 04101
CBL 038-F-019

Dear Ms. Munson,

On behalf of our client, Casco View Holdings II, LLC, we submit the attached General Building Permit Application, Fast Track Permit Application, and supporting documents for the 4th Floor Toilet Room Upgrades at MEMIC.

The work proposed under this application will entail the following:

1. New finishes, fixtures and doors at the 4th floor Ladies Room and Men's Room.

Materials will be delivered to the 4th floor of the building via the existing freight elevator in a continual manner as new construction activities proceed through each work day. Temporary dust/noise partitions have been installed at the Limit of Work locations indicated on the Demolition Plan.

MEMIC staff will continue to utilize the existing 3rd and newly renovated 5th floor toilet rooms during the work period. All existing means of egress have been 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

P. O. BOX 6179, FALMOUTH, MAINE 04105 (207) 871-5900 www.granthays.com